



HAYWARDS HEATH TOWN COUNCIL

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23rd January 2018

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 29th January 2018** 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

At 7.30pm before the meeting opens formally a presentation will be given by representatives of the Beech Hurst Miniature Railway on the plans for a Learning Centre, to be called 'The Branch Line' at Beech Hurst Gardens.

A G E N D A

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 Town Council held on 27th November 2017.
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 4th December 2017
MINS. 79 - 86
 - b) Planning Committee held on the 3rd January 2018
MINS. 87 - 94
 - c) Planning Committee held on the 22nd January 2018
MINS. 95 - 102

d) Environment & General Purposes Committee held on the 11th December 2017
MINS. 35 - 46

e) Policy & Finance Committee held on the 15th January 2018
MINS. 41 - 52

9. Update upon 'Town Council Priorities' through the 'Art of the Possible' document and working groups.
- Future of the Clair Hall site.
 - Development of a Country Park on land located off Hurstwood Lane.
 - Development of a Cemetery on land located off Hurstwood Lane.
 - HH Commercial Offer Document.
 - Business estates and office space protection.
 - South Road shared space scheme.
 - Development of an integrated road network.

 - Working Groups.
 - Bluebell Railway Working Party.
 - 2018 Working Group.
10. To consider and approve the Council's 2018/2019 budget
11. To consider a motion from Cllr James Knight requesting Town Council support for an initiative to trial a shared space scheme for South Road.
12. To consider a motion from Cllr Sandy Ellis in relation to the damage to grass verges in Hayward Heath.
13. To consider an update report on the Town Councils preparations for compliance with the General Data Protection Regulations and the appointment of a Data Protection Officer.
14. To consider any urgent items the Mayor has received under S.O 11.
15. To consider the exclusion of Public and Press
16. To receive and confirm the exempt Minutes of the meeting of the Town Council held on 27th November 2017.
17. Receive a verbal update on staffing matters by the Town Clerk.

*'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 27th November 2017

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: Kieran Amos (West Sussex Assistant Chief Fire Officer), and Phil Maynard (Station Manager at Haywards Heath) and Mr Micheal Bright, Mrs Lesley Bright and Ms Sylvia Harris.
(All for part of meeting)

Before the meeting commenced a presentation was made by;

- 1) Mr Mike Bright on the CCG Locality Group – Pilot project for extended access clinics. As attached as appendix 1.
- 2) Mr Kieran Amos regarding the West Sussex Fire Service. Please see website or the presentation is available on request.

At the conclusion of the two presentations the Mayor welcomed Cllr Emma Clayton to her first Full Council Meeting and congratulated on her appointment to the Town Council. The Mayor then opened the meeting of Full Council formally.

50. Council Prayer

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

51. Public Forum

None.

52. Apologies

Anne Boutrup – Ill Health.

52. Declarations of Interest

None.

53. Minutes

The Minutes of the Council Meeting held on 25th September 2017 were taken as read, confirmed as a true record and duly signed by the Mayor.

54. Matters Arising

None.

55. Mayor's Engagements and Announcements.

For the avoidance of doubt the Town Mayor reminded the Town Council of the Art of the Possible Priorities outlined under item 9 of the agenda and operational priorities that both officers and Councillors were working to within the next two Council years and in the long term. The operational priorities are as follows;

- *Office Environment Changes Review.*
- *Information Technology Review.*
- *Financial Services Review.*
- *Existing initiatives including the Highways Cluster and Community Warden.*
- *Inward Investment Function Officer/Company.*
- *Introduction of Card Payment Machine/Online.*
- *General Data Protection Act Compliance.*

The Town Mayor made special mention of his attendance at the Town Council organised Remembrance Sunday and the Schools' Remembrance Services. The Mayor and Councillors thanked the Town Clerk and his staff for organising the events, which had received high praise from the local MP and the Queens representative. The Town Clerk added that special thanks should go to Mrs Hewett who organised both events. It was also noted, which was not mentioned in the Mayors engagements listings, that Cllr Jeffers (Chairman of the Environment and General Purposes Committee) and his family hosted the Best Kept Garden and Allotment Competition along with Cllr Ellis.

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

- (i) Planning Committee - **MINS. 52 – 78.**
The reception and adoption of the resolutions of the Planning Committees, dated 9th October 2017 - **Mins 52 – 61**, 30th October 2017 – **Mins 62 – 69** and 13th November 2017 - **Mins 70 – 78** were moved, seconded and agreed by Council.
- (ii) Environment & General Purposes Committee - **MINS. 25 - 34**
The reception and adoption of the resolutions of the Environment & General Purposes Committee dated 16th October 2017 **Mins 25 - 34** were moved, seconded and agreed by Council.
- (iii) Policy & Finance Committee - **MINS. 26 - 41**
The reception and adoption of the resolutions of the Policy and Finance Committee dated 20th November 2017 **Mins 26 – 41** were moved, seconded and agreed by Council.

57. Town Council Priorities and Working Groups

The following updates were given,

- **Future of the Clair Hall site.**
There was no update on this priority. As an aside Cllr Ellis thanked Mid Sussex District Council for the resurfacing of the Car Park.
- **Development of a Country Park on land located off Hurstwood Lane.**
Cllr Jeffers confirmed that the project was still moving forward albeit slowly. The Town Clerk added that he was in the process of ascertaining the cost for an independent review of the ancient woodland and the forecasted revenue costs associated for the Country Park. Members were also informed that Mid Sussex District Council were being asked to look at putting fencing up between the development off Greenhill Way and Asylum Wood.
- **Development of a Cemetery on land located off Hurstwood Lane.**
Cllr Jeffers stated that the project was in the same position as the Country Park above.

- **HH Commercial Offer Document and Business estates and office space protection.**
Cllr McPherson updated that the work was heading towards an investment prospectus and the Haywards Heath Future Group was to meet to discuss the matter further with a view to liaising with Mid Sussex District Council.
- **South Road shared space scheme.**
Cllr McPherson updated that the physical placement of planters for the proposed trees on South Road project was being reviewed, but the legal and background work with West Sussex County Council was near to being completed. The Town Clerk stressed that the West Sussex County Council sign off was subject to consultation with all of the businesses/shops on South Road
- **Development of an integrated road network.**
Cllr Hillier stated that there, frustratingly, was no update on the matter as the West Sussex County did not have funds or resources to support the matter at the present time.
- **Working Groups.**
 - Bluebell Railway Working Party.
Cllr de Mierre reported that there had been a visit to meet the Directors of the Bluebell Rail was to discuss the Bluebell Railways reaching Haywards Heath. It was noted that the project was 60% complete and in the near future senior Members at Mid Sussex District Council were to be met with.
 - **2018 Working Group.**
Cllr Ellis updated on the four events under the remit of the working group,
 - 1) 25th Year Bondues and 20th Year Traunstein Anniversaries – it was noted that a major gold sponsor had been secured for the event and work was progressing to secure silver sponsors and to secure tickets sales.
 - 2) Arthur George Knight VC winner stone – 2nd September 2018 – a listed building application had been submitted by the Town Clerk so the stone and a complementary stone from the Town Council could be placed. Also, a meeting had been held with British Legion representatives with a view to a further meeting to agree the format of the service in January. Finally, it was announced that a Maple Tree was to be placed on Muster Green to link in with the Canadian heritage of the VC Winner.
 - 3) 100th year of the RAF – 8th September 2018 within Town Day. It was noted that plans were being progressed, but the Town Council had not heard back from the RAF Falcons. Cllr Jeffers updated that a letter of support from the Rt Hon Sir Nicholas Soames was in the proposes of being signed and he apologised for length of time it had taken to source the letter.
 - 4) 100th Year Commemoration of WW1 – 11th November 2018 no update on this project.

Members **NOTED** the updates.

58. Haywards Heath Horticultural Society – WW1 Poppies Project on Muster Green

Ms Sylvia Harris presented to Members, in addition to the report of the Town Clerk outlining the project, an example of the material poppies that were proposed to be placed around the Town and most significantly on Muster Green. Ms Harris explained it was intended that around 10,000 were to be produced. Members were fully supportive of the request and welcomed the initiative and then,

Member **RESOLVED** to;

Support the Haywards Heath Horticultural Society WW1 Poppies Project and give permission for the placement of the Poppies on Muster Green

59. Committee and Working Group Membership

Without comment;

Member **RESOLVED** to;

(a) Appoint Councillor Emma Clayton to the Environment and General Purposes Committee.

(b) Appoint Councillor Emma Clayton to the IT/Social Media Editorial/Website Working Group.

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

None.

61. Members RESOLVED to enter into Exempt Business and exclude the Public and Press to consider exempt business.

62. The exempt Minute 49 of the Council Meeting held on 25th September 2017 was taken as read, confirmed as a true record and duly signed by the Mayor.

Meeting Closed at 8.48pm

Mayor's Engagements

25 Nov 2017 – 18 Jan 2018

On Saturday 25th November, the Mayor and his wife attended the Haywards Heath Christmas Festival at the Orchards, taking part in the Christmas Parade and switching on the Lights.

On Saturday 25th November, the Mayor opened and attended the Haywards Heath Fireworks Display in Victoria Park.

On Saturday 2nd December, the Mayor and his wife attended the Mewes Vets Christmas Party and unveiling of their 2018 Calendar.

On the evening of Saturday 2nd December, the Mayor and his wife attended the Christmas Party of the FilBrit Association of Haywards Heath and Burgess Hill with the Mayor of Burgess Hill.

On Sunday 3rd December, the Mayor attended the Civic Service of the Chairman of MSDC.

On Tuesday 5th December, the Mayor and Maria Horne attended a meeting with Business Pulse in Horsham to discuss joint initiatives regarding the Mayor's Charity and sponsorship opportunities at the Twinning Gala Dinner.

On Thursday 7th December the Mayor and Maria Horne attended the 40th Anniversary Celebration of the Mid Sussex Association of the National Trust at Clair Hall. The Mayor gave a speech and performed a ceremonial cake cutting.

On Sunday 10th December the Mayor officially opened the Bentswood Community Partnership Family Christmas Party at Haywards Heath Town Football Club.

On the evening of Sunday 10th December, the Mayor attended and read a Lesson at the Ashenground Community Carols at the Ascension Church.

On Friday 15th December the Mayor and Cllr Jonathon Ash-Edwards attended Warden Park Primary Academy to take part in the presentation of a Donation of Reconditioned bikes from Halfords as part of Halford's "Bikes for Primary Children" scheme.

On Saturday 16th December the Mayor officially opened the Haywards Heath Town Football Club's Family Day which is run in honour of the Connor Saunders Foundation.

On Sunday 17th December, the Deputy Mayor attended the annual Carols at King's service in Burgess Hill

On Thursday 4th January 2018, the Mayor attended the Chairman's Budget Meeting at the Town Hall.

On Thursday 4th January, the Mayor met with Paul Whiting from Whitings Marquees re the Twinning Anniversary Celebration weekend.

Additionally, on 4th January, the Mayor met with Hardings Caters re catering for the Twinning Anniversary Gala Dinner.

On Tuesday 16th January, the Mayor with Cllr Sandy Ellis, Maria Horne and the Chairman and senior member of the Twinning Association to finalise details of the Twinning Anniversary Celebration Weekend.

Committee Meeting: Full Council

Report of: Town Clerk

Date: 29th January 2018

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 Chairmen will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committees held on the 4th December 2017 - **Minutes 79 – 86**, 3rd January 2018 - **Minutes 87 - 94** and 22nd January 2018 - **Minutes 95 - 102**, Environment & General Purposes Committee – 11th December 2017 - **Minutes 35 - 46** and Policy & Finance Committee held on the 15th January 2018 - **Minutes 41 - 52**.

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, 4th December 2017 - **Minutes 79 – 86 resolutions;**

MIN. 85 – To RESOLVE the recommendation to support the reduction in car parking under planning application number DM/17/3100 (and adjoining 19 Hazelgrove Road) after defeat of a motion to object to the reduction by Chairman's casting votes.

4. Planning Committee, 3rd January 2018 - **Minutes 87 – 94 resolutions;**

Nothing to report.

5. Planning Committee, 22nd January 2018 - **Minutes 95 – 102 resolutions;**

Nothing to report.

6. Environment & General Purposes Committee, 11th December 2017 - **Minutes 35 - 46 resolutions;**

MIN. 40 – To RESOLVE the recommendation to agree the Environment and General Purposes Committee Budget for 2018/2019 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 15th January 2018

MIN. 41 – To RESOLVE the recommendation to adopt a project to place up to 36 trees along South Road and;

- a) Instruct the Town Clerk to make an application to Mid Sussex District Council's Economic Development fund for £10,000 towards the project.
- b) Authorise the Town Clerk to undertake a consultation with businesses/shops on South Road.
- c) Authorise the Town Clerk to execute a legal agreement with West Sussex County Council to place, maintain and be liable for the 36 trees.

Note that any procurement process will be undertaken within financial regulations and standing orders and that match funding to the tune of £10,000 will be recommended in the 2018/2019 budget when it is considered by Policy and Finance in January.

MIN. 42 – To RESOLVE the recommendation to adopt the Allotment Management Plan and note of the Allotment Holders Meeting dated 2nd October 2017.

MIN. 43 – To RESOLVE the recommendation to adopt the Environment Policy for the Town Council with the following additional wording.

'HHTC recognises that the provision of allotments for residents is an important contributor to the well-being of the community. A comprehensive and transparent Allotments Policy will ensure HHTC is able to deliver on local and economic agendas for the community which include community cohesion, education, sustainability, health and the environment.'

7. Policy and Finance Committee, 15th January 2018 - **Minutes 41 – 52 resolutions;**

MIN. 46 – To RESOLVE the recommendation to recommend to Full Council for approval, the list of payments and receipts, and income and expenditure for the periods 1st November 2017 – 30th November 2017.

MIN. 47 – see item 10 on this agenda.

MIN. 48 – To RESOLVE the recommendation to award;

- a) A grant of £200 to Haywards Heath Football Club towards directional signage.
- b) A grant of £499.72 to Impact Foundation towards a healthy eating project for local school children.
- c) To defer the awarding of a grant of £500 to Mid Downs Radio towards a new laptop, to the Town Clerk and Chairman, after further information is sought on the specification of the laptop and the packages needed to run the lap top.
- d) To defer the awarding of a grant of £250 to Mid Sussex Choir towards running costs, to the Town Clerk and Chairman, after further information is sought on the community involvement of the Choir.

MIN. 49 – To RESOLVE the recommendations to;

- a) Approve a structural reorganisation of the Town Hall office area.
- b) Agree the draft plan for the reorganisation of the Town Hall office area as presented

- c) Approve the spending of £15,500 of 2018/2019 Capital budget monies on the structural re-organisation.
- d) Instruct the Town Clerk to deliver the structural reorganisation in line with Town Council Standing Orders and Financial Regulations.

MIN. 50 – To RESOLVE the recommendations that;

- a) All contracts, including the devolved highways works contracted from West Sussex County Council, street nameplate maintenance and replacement contract with Mid Sussex District Council, Haywards Heath Relief Road roundabout maintenance and adhoc contractual work in the three partner parish councils, being withdrawn from Haywards Heath Town CIC on the 31st March 2018.
- b) The Haywards Heath Town CIC will lay dormant as of the 1st April 2018.
- c) The following services currently provided by Haywards Heath Town CIC are to be undertaken by Haywards Heath Town Council,
 - Street nameplate maintenance and replacement contract with Mid Sussex District Council
 - Haywards Heath Road roundabout maintenance.
 - Weed spraying and vegetation cutback be further investigated by the Town Clerk.
- d) The following services currently provided by Haywards Heath Town CIC are not to be undertaken by Haywards Heath Town Council and are ceased.
 - All ad-hoc parish partner contracts (31st March 2018)
 - Any services offered by West Sussex County apart from weed spraying and vegetation cutback, 30th June 2018

Committee Meeting: Full Council

Report of: RFO/Town Clerk
Date: 29th January 2018
Subject: Council Budget 2018 - 2019

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. After numerous Chairman's Working Groups, the Policy and Finance Committee (15th January 2018) and the Environment and General Purposes Committee (11th December 2017) have considered, on recommendation of the Chairman's Working Group, and agreed their draft budgets for the 2018 - 2019 financial year. As a result, the attached budget heading breakdown lays out the recommended budget for the 2018 - 2019 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 15th January 2018 and,

- (a) approve the 2018 - 2019 budget, with a 11% increase in the precept and a 9% increase in the amount payable by Council Tax payers. This equates to a precept of £584,226 and an average Band D Council Tax of £49.68 p.a.**

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 2018 – 2019 budget in Appendix 1 of this report.

6. The rise in Council Tax is aimed at providing innovative services and providing additional land provision to provide new and enhance existing statutory services whilst improving the environment of Haywards Heath. Specifically, it will allow the Town Council to continue with the ground-breaking Community Warden project as seed funding reduces, provide an enhanced events programme to accommodate the Council's Civic role around the 100 years anniversary of World War 1 and to celebrate the Town's VC Winner. It will also enable the progression of a greening project for South Road and continue with the Town Council's ambitions to open a country park and provide a new cemetery alongside new allotments provision on land off Hurstwood Lane.

Financial Implications for the Council

7. For further information the following points should be noted:
 - The budget considered by Policy and Finance recommends a precept of **£584,226**, which will mean a **9% rise in Council Tax**, leaving the average Band D Council at **£49.68 p.a. in 2018/2019**. This equates to a £4.10 rise per annum or 34p per month or 8p per week.
 - In terms of the precept itself, this will ***increase in line with the Tax Base and Council Tax rise*** from **£526,257 this year to, £584,226 in 2018/2019, representing an increase of 11%**.
8. The budget in line with the rise in precept and forecasts for income to the Council, shows a small positive revenue budget and would leave current earmarked reserves intact but there is an overspend forecasted on the 2018/2019 budget.

Town Clerk

HAYWARDS HEATH TOWN COUNCIL

DRAFT BUDGET 2018/19

REVENUE

	Budget '17/18	Forecast to 31/03/2018	Draft Budget '18/19
	£	£	£
Precept	526,257	526,257	584,226
Cemetery	30,000	21,311	24,500
Lettings	30,900	34,425	32,526
Interest Earned	500	132	250
Allotment Rents	3,337	3,075	3,291
Roundabout/Flower Bed Sponsorship	10,250	7,250	15,150
Other Income	10,617	10,617	10,617
	611,861	603,067	670,560

EXPENDITURE

	Budget '17/18	Forecast to 31/03/2018	Draft Budget '18/19
	£	£	£
Environment & General Purposes			
Allotments	3,250	3,020	3,100
Cemetery	4,300	4,237	4,400
Bus Shelters	0	672	0
External Contract for Cemetery	10,975	6,427	9,500
Hanging Baskets, Goblet Baskets & Tiered Planters	3,000	2,610	2,750
Muster Green, Roundabouts & Other Flower Beds	14,750	15,675	14,950
Public Clock (St Wilfrid's)	200	200	200
Street Lighting — Power & Maintenance	15,050	15,437	16,100
Street Lighting — Improvement/New Schemes	5,000	5,000	1,000
Severe Weather Contingency	500	500	500
General Maintenance/Repairs	2,850	2,808	2,900
Town Fund/Projects Initiatives	2,000	2,000	2,000
	61,875	58,586	57,400
Leisure & Amenities			
Best Kept Garden/Allotment Competitions	550	760	750
Christmas Lights	15,050	14,872	15,000
Christmas Lights — Maintenance Reserve	750	750	500
Haywards Heath/South & South East in Bloom	1,000	567	1,200
Town Council Events	5,275	5,275	9,000
	22,625	22,224	26,450
Grounds Maintenance			
19. Salaries & National Insurance	106,750	102,429	109,500
20. Pension	28,461	27,657	29,229
21. Clothing & Footwear	875	875	905
22. Depot Rent	6,000	6,000	6,000
23. Depot Rates	3,162	3,318	3,677
24. Other Depot Expenses	1,350	1,301	1,350
25. Vehicle Expenses	2,575	5,713	4,000
26. Fuel	3,420	3,174	3,420
27. Equipment Expenses	2,185	2,773	2,585
28. Mobile Telephones	426	494	459
29. Contingencies & Sundries	325	325	325
	155,529	154,059	161,450

EXPENDITURE (cont.)

Accommodation			
30. Rent	1,150	1,150	1,150
31. Rates, Water & Sewerage	32,088	31,027	31,634
32. Cleaning	3,926	3,879	4,064
32. Caretaking	6,435	6,435	6,563
33. Maintenance Building & Grounds	4,975	4,591	4,975
34. Electricity	2,050	1,973	2,050
35. Gas	1,900	1,090	1,900
36. Telephone, Fax & Internet	1,515	1,909	1,946
37. Reserve for Cyclical Redecoration	1,250	1,250	1,250
	55,289	53,304	55,532
Office & Customer Service			
38. Salaries & National Insurance	168,854	165,691	174,690
39. Pension	31,266	29,906	32,565
40. Travelling Expenses	1,000	988	1,000
41. Advertising, Stationery, Postage & Printing	6,000	6,000	6,000
42. Office Equipment Maintenance	4,395	4,395	4,395
43. Insurances	5,800	5,800	5,900
44. Courses, Conferences & Publications	1,250	1,250	1,250
45. Subscriptions	7,325	7,325	7,600
46. Audit Fee	1,700	1,700	1,700
47. Staff Training	1,000	1,000	1,000
48. Reserve for Replacement of Fixtures & Fittings	3,750	3,750	3,750
	232,340	227,805	239,850
Other Expenditure			
49. Hospitality	400	234	800
50. Grants & Subsidies	8,500	8,500	8,500
51. Newsletters	5,295	4,548	6,090
52. Reserve for Election Expenses	5,900	23,382	5,900
53. Contingencies & Sundries	750	750	775
54. Bank Charges	332	332	1,242
55. Mayor's Allowance	985	985	985
56. Members' Allowances	12,384	12,089	16,512
57. Reserve for Community Facilities	1,975	1,975	1,975
58. Loan Capital Repayment	6,000	6,000	6,000
59. Loan Interest	4,758	4,758	4,446
60. Economic Development	0	0	0
61. Advisers' Fees	6,150	6,150	6,150
64. Community Warden	10,000	10,000	21,500
	63,429	79,703	80,875
<i>South Road Trees Project</i>			10,000
62. CAPITAL	12,000	12,000	28,000
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	613,087	617,681	669,557
Revenue Surplus/(Deficit)	(1,226)	(14,614)	1,003

HAYWARDS HEATH TOWN COUNCIL: REVIEW OF PRECEPTS 2000 – 2018 (cont.)

	Year	Tax Base	Precept (£)	Council Tax Band							
				A	B	C	D	E	F	G	H
	2013/14	10,594.7	446,312	28.08	32.76	37.45	42.13	51.49	60.85	70.21	84.25
Overall Yr on Yr % increase (excluding Tax Base) →			-1.8%	Yr on Yr % increase →	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
	2014/15	10,813.9	464,673	28.65	33.42	38.20	42.97	52.52	62.07	71.62	85.94
Overall Yr on Yr % increase (excluding Tax Base) →			4.1%	Yr on Yr % increase →	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
	2015/16	10,970.7	471,410	28.65	33.42	38.20	42.97	52.52	62.07	71.62	85.94
Overall Yr on Yr % increase (excluding Tax Base) →			1.4%	Yr on Yr % increase →	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	2016/17	11,270.1	493,968	29.22	34.09	38.96	43.83	53.57	63.31	73.05	87.66
Overall Yr on Yr % increase (excluding Tax Base) →			4.8%	Yr on Yr % increase →	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
CURRENT YEAR →	2017/18	11,545.8	526,257	30.39	35.45	40.52	45.58	55.71	65.84	75.97	91.16
Overall Yr on Yr % increase (excluding Tax Base) →			6.5%	Yr on Yr % increase →	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
	2018/19	11,759.8	552,005	31.29	36.51	41.72	46.94	57.37	67.80	78.23	93.88
Overall Yr on Yr % increase (excluding Tax Base) →			4.9%	Yr on Yr % increase →	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
	2018/19	11,759.8	557,414	31.60	36.87	42.13	47.40	57.93	68.47	79.00	94.80
Overall Yr on Yr % increase (excluding Tax Base) →			5.9%	Yr on Yr % increase →	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
	2018/19	11,759.8	562,706	31.90	37.22	42.53	47.85	58.48	69.12	79.75	95.70
Overall Yr on Yr % increase (excluding Tax Base) →			6.9%	Yr on Yr % increase →	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
	2018/19	11,759.8	568,115	32.21	37.57	42.94	48.31	59.05	69.78	80.52	96.62
Overall Yr on Yr % increase (excluding Tax Base) →			8.0%	Yr on Yr % increase →	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
	2018/19	11,759.8	573,525	32.51	37.93	43.35	48.77	59.61	70.45	81.28	97.54
Overall Yr on Yr % increase (excluding Tax Base) →			9.0%	Yr on Yr % increase →	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%
	2018/19	11,759.8	578,817	32.81	38.28	43.75	49.22	60.16	71.10	82.03	98.44
Overall Yr on Yr % increase (excluding Tax Base) →			10.0%	Yr on Yr % increase →	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%
	2018/19	11,759.8	584,226	33.12	38.64	44.16	49.68	60.72	71.76	82.80	99.36
Overall Yr on Yr % increase (excluding Tax Base) →			11.0%	Yr on Yr % increase →	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%

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Committee: Full Council

Report of: Town Clerk

Date: 29th January 2018

Subject: Shared Space Scheme for South Road, Haywards Heath

Purpose of Report:

1. The purpose of this report is for Members to consider a motion put forward by a Councillor.

Summary:

2. The following report outlines a request that has been made to Full Council by Cllr J. Knight in relation to the Town Council lobbying West Sussex County Council to trial a Shared Space Scheme for South Road, Haywards Heath.

Recommendation(s): Members are asked to;

- (a) Consider and decide whether to accept and agree to the motion.

Background

3. Haywards Heath Town Council on the 20th March 2017 adopted the 'The Art of the Possible' policy document, which outlined the Town Council's priorities 2017 onwards. The document contained a priority that aims to progress a South Road shared space scheme, which looks to change the dynamics of South Road. This priority ties in with the priorities of the Haywards Heath Transport Study and policies included within the Haywards Heath Neighbourhood Plan. To this end, Members are asked to consider the following motion,

Motion – to be presented by Cllr J. Knight

4. Members are asked to consider the following motion, which has been made under Section 10 of the Council's Standing Orders by Cllr J. Knight.

'Haywards Heath Town Council is asked, under this motion, to resolve that the Town Council supports and lobbies West Sussex County Council to support a proposal to close off South Road from Haywards Road to the Sussex Road Roundabout on weekends for a trial period, with a view to a long-term closure so to open up South Road to pedestrians and serve better linkage to shops and business in the Town Centre.'

To support this motion and its resolution Haywards Heath Town Council is also asked, under delegated authority, to allow officers to approach and work with West Sussex County Council to research the viability of the project in the first instance and if found to be viable duly implement the project. In addition, Haywards Heath Town Council, via the Town Mayor and Leader of the Council, is also authorised to lobby the Mid Sussex South County Local Committee Members and Haywards Heath Divisional Members.'

Financial Implications

5. None at the present time, but there will need to be a review of staffing resource implications.

Town Clerk

Committee: Full Council

Report of: Town Clerk

Date: 29th January 2018

Subject: Legalisation to Control the Damages to the Towns Green Verges and Open Spaces

Purpose of Report:

1. The purpose of this report is for Members to consider a motion put forward by a Councillor.

Summary:

2. The following report outlines a request that has been made to Full Council by Cllr S. Ellis in relation to the Town Council looking to initiate research into legalisation to control the damages to the towns green verges and open spaces.

Recommendation(s): Members are asked to;

- (a) **Consider and decide whether to accept and agree to the motion.**

Background

3. Haywards Heath is suffering from consistent damages to its grass verges due to cars/lorries mounting the verge to continue their journey or to take corners into residential areas along with inconsiderate parking. The following motion seeks authority from the Town Council to look at, with its principal authority's and MP at legislative answers to the problems faced.

Motion – to be presented by Cllr S. Ellis

4. Members are asked to consider the following motion, which has been made under Section 10 of the Council's Standing Orders by Cllr S. Ellis.

'I would like that an investigation is looked into finding some form of legalisation to control the damages to the town's green verges and open spaces. This behaviour by car users is costing the Town Council vast amounts of money and man power in repairing this unsightly damage and is causing damage to the environment and our wildlife. The residents of this town are very unhappy that this is not being addressed. I have written to our MP Sir Nicholas Soames and have various examples throughout the town to support an evidence base. Both local residents and businesses have supplied funding for previous repairs but this has been ineffective as we have no way of controlling this destructive behaviour and damage continues.'

Financial Implications

5. None at the present time, but there will need to be a review of staffing resource implications.

Town Clerk

Committee **Full Council**

Report of: Town Clerk

Date: 29th January 2018

Subject: General Data Protection Regulations – Data Protection Officer

Purpose of Report

- 1) The purpose of this report is for Members to consider a legislative and legal matter.

Summary:

- 2) As Members are aware, through a report to the Policy and Finance Committee dated 12th September 2017 (item 8 minute 23), the Town Council must be compliant with General Data Protection Regulations (GDPR) by the 25th May 2018, which will be contained in the UK Data Protection Act. To comply with the legislation the Town Council must have a designated Data Protection Officer (DPO). The following report outlines the implications of appointing a (DPO) and asks that the Town Clerk be authorised to make such an appointment

Recommendations;

Members are recommended to;

- a) **Acknowledge that the Town Clerk cannot be the Data Protection Officer.**
- b) **Authorise, by delegated authority, the Town Clerk to appoint a Data Protection Officer whether it be Mid Sussex District Council or a body that is recommended by the Sussex Association of Local Councils.**
- c) **Agree that the Town Council as a collective be registered as the Data Controller with the Information Commissioner Office.**

Background

- 3) At the present time the Bill including (GDPR) has not been passed and it still not clear exactly how GDPR will effect Town/Parish Councils. A number of changes have been recommended in the House of Lords as Town/Parish Council were not acknowledged in the initial drafting. What is known is that the Town Council will have to appoint a (DPO) and it is recommended by both National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) that the Town/Parish Clerk cannot be the (DPO),

Based on the drafting of GDPR and the guidance from the Article 29 Working Party, it is NALC's view that most Clerks and RFOs cannot be designated as a council's DPO. This is because although they may satisfy some requirements of the job, they will not satisfy all of them.

- *an absence of conflicts of interests (which may arise from responsibilities as a Clerk/ RFO and may include processing activities);*
- *independence;*
- *expert knowledge of data protection law and practices and related professional ethics to effectively advise and influence full council and*
- *adequate time to perform DPO role (many clerks/ RFOs work part-time).*

- 4) To complement the advice the role of the (DPO) includes;
- to understand the nature, scope, context and purposes of the council's or parish meeting's processing activities and associated risks;
 - to be involved in the council's or parish meeting's decisions/activities which have data protection law implications;
 - to inform, advise and make recommendations to the council or parish meeting in respect of data protection law compliance;
 - to monitor and audit the council's or parish meeting's compliance with data protection law;
 - to raise awareness of data protection law with councillors and staff in a council or with the chairman and staff, if any, of a parish meeting.
 - to directly report to the "highest management level" (for a council, this would be full council and for a parish meeting, this would mean its chairman);
 - to assist the council or parish meeting in carrying out privacy impact assessments when these are necessary;
 - to be the contact point for the Information Commissioner's Office (ICO) and for data subjects and
 - to be consulted by council or parish meeting if a data breach has occurred.
- 5) On a wider basis (NALC) and the (SLCC) are working with their legal teams to develop advice and templates to assist Town and Parish Councils. Specifically, to this report the Sussex Association of Local Councils (SALC) are working to provide training courses and to appoint trusted bodies that will offer the sector in Sussex a (DPO) role. In addition, the Town Clerk has approached Mid Sussex District Council on behalf of Burgess Hill Town Council and East Grinstead Town Council to see if they would provide the (DPO) service. This request was made on the 1st December 2017 with no formal response being made to date. The Town Clerk is also leading staff through a step by step audit of the Town Council using Information Commissioner Office's step by step guide.
- 6) As a result, Members are asked to authorise the Town Clerk to appoint the Council's (DPO) and also register the Town Council with the Information Commissioner Office, because at the present time only the Town Clerk is registered as a data controller. There are also conflicting views as to whether all Councillor should be registered. As most Councillors will be registered through WSCC and MSDC it is up for consideration whether single hatted Members are registered by the Town Council. For this Members views are sought.

Financial Implications

- 7) At the present time the cost is not known. As the Town Council has no choice but to appoint a (DPO) it is recommended that the Town Clerk be authorised to do so within Standing Orders and Financial Regulation. The Town Council has set a robust advisors fee budget for 2018/2019 to meet such cost.

Town Clerk