



HAILSHAM TOWN COUNCIL

NOTICE IS HEREBY GIVEN of a meeting of the HAILSHAM TOWN COUNCIL to be held in the Fleur-de-Lys Council Chambers, Market Square, Hailsham on

Wednesday, 23rd January 2013 at 7.30 p.m.

Prior to commencement of the remaining formal business of the meeting a period of not more than 15 minutes will be assigned for the purpose of permitting members of the Public to address the Council, or ask questions on matters relevant to responsibilities under the direction of this Council, at the discretion of the Chairman.

The order of formal business to be transacted will thereafter be as follows:

1. **APOLOGIES FOR ABSENCE:** To receive apologies for absence of elected members.
2. **DECLARATIONS OF INTEREST:** To receive notice of declarations of personal and prejudicial interest in respect of items on this agenda.
- 3 **CONFIRMATION OF MINUTES**
 - 3.1 To resolve that the Minutes and Reports of the Meeting of Hailsham Town Council held on 12th December 2012 (Ref: HTC/12/7/238-251) as printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman.
 - 3.2 **MATTERS ARISING**
4. **COMMITTEE and PANEL REPORTS**
(A list of committee/panel minutes attached – Please notify the Town Clerk [email: john.harrison@hailsham-tc.gov.uk telephone: 01323 445731] as soon as possible if you wish to reserve an item on any of the following committees or panels)
 - 4.1 To (a) note the reserved paragraphs (minutes) of the Committee/Panel Reports notified to the Town Clerk prior to the meeting, and
(b) receive request to reserve any additional paragraphs (minutes) of the Committee/Panel Reports
 - 4.2 To receive “unreserved” paragraphs (minutes) of the following Reports of Committees/Panels (as printed and circulated), and approve and adopt the recommendations contained therein.
 - A. Business Development Committee Meetings (13th December 2012 and 17th January 2013)**
 - B. Staff Administration Panel Meetings (7th January 2013)**
 - C. Planning and Development Committee Meeting (8th January 2013)**
 - D. Finance and Budget Oversight Committee (9th January 2013)**
 - E. Hailsham in Bloom Committee Meeting (16th January 2013)**
- 4.3 To proceed through the “reserved” paragraphs consecutively (or as decided) and to resolve action before proceeding to the next reserved item.

5. PRECEPT AND BUDGET 2013-2014

To set the precept to be requisitioned from Wealden District Council

To consider the recommendations of the Finance and Budget Oversight Committee (09/01/13) (detailed budget papers to follow as part of the Finance & Budget Oversight Committee Minutes.)

To resolve to recommend the precept for the financial year April 2013 to March 2014 to be requisitioned from Wealden District Council (*report to follow, Author Town Clerk and Finance Officer*)

6. FORMAT AND DATE OF FORTHCOMING ANNUAL ELECTOR'S MEETING

To discuss and agree the required format, location and date of the 2013 Annual Elector's Meeting (currently scheduled for 1st May 2013)

7. REPLACEMENT TELEPHONE SYSTEM

To consider proposals received by the Council on a replacement telephone system and to resolve which option to procure. (*Report to follow, author Deputy Town Clerk/Business Enterprise Manager*).

8. HAILSHAM WORKS PROJECT, CORTLANDT STABLE BLOCK AND PUBLIC CONVENIENCES

To receive an update on the outcome of the bid for funding for the 'Hailsham Work! Project, the leasing of the Cortlandt Stable Block and the project to provide Public Toilets in the town.

(*verbal update from Cllr Bill Bentley, Town Clerk and Deputy Town Clerk/Business Enterprise Manager*)

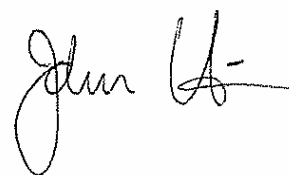
9. WEALDEN BUS ALLIANCE

To consider an invitation received from Wealden District Council for Hailsham Town Council to become a member of the Wealden Bus Alliance
(*report to follow, author Town Clerk*)

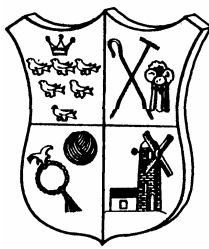
10. AREA OF LAND BETWEEN THE DIPLOCKS INDUSTRIAL ESTATE AND HOUSING IN BRAMBLE DRIVE

To receive an update and amended request on the arboricultural work previously proposed by Wealden District Council. (*report to follow author Town Clerk*).

11. COUNCILLORS' QUESTIONS/INFORMATION FORUM (at the Chairman's discretion).



JOHN HARRISON
Town Clerk



HAILSHAM TOWN COUNCIL

MINUTES of the Meeting of Hailsham Town Council, held at the Fleur-de-Lys Council Chambers/Meeting Rooms, Market Square, Hailsham, on Wednesday 23rd January 2013 at 7.30 p.m.

Public Question Time

Prior to commencement of the formal business of the meeting a period of not more than 15 minutes had been assigned for the purpose of permitting members of the public present to address the Assembly, or ask questions (on matters relevant to the responsibilities of the Town Council) at the invitation and discretion of the presiding Chairman.

None were presented.

The Chairman welcomed Councillor Ms O'Rawe to her first meeting.

HTC/12/8/252 **Present:** Councillors: Mrs. S. J. Bentley (Chairman), W. A. Bentley, J. L. Blake, B. F. Burchmore, Mrs. M. Burt, N. A. Collinson, N. S. Coltman, Mrs. J. Cook, W. F. Crittenden, R. T. Grocock (Vice Chairman), Mrs. S. E. Henstock, Mrs. B. Holbrook, P. S. Holbrook, B. Marlowe, Ms A. O'Rawe, Mrs. D. M. Ryan, M. J. Ryan Mrs. M. Skinner and C. Triandafyllou.

253 **Officers in Attendance:** J. Harrison (Town Clerk), M Caira (Deputy Town Clerk), Mrs. M Hagger, D. Saxby and T. Hall.

254 **Apologies for Absence:**

Apologies for absence were received and accepted from Councillors Ms C. Collinson, S. McAuliffe, G. G. Rowe and Mrs. M. Rowe.

255 **Declarations of Interest**

Councillor W. A. Bentley confirmed that he had requested and been granted a dispensation to participate and vote on the agenda item on the precept. This was in order to ensure consistency between his legal requirements as both an East Sussex County Councillor and Hailsham Town Councillor.

256 **Confirmation of Previous Minutes**

RESOLVED that the Minutes and Reports of the meeting of Hailsham Town Council (Ref: HTC/12/7/238-251) held on 12th December 2012 were confirmed as a correct record, and signed by the Chairman.

257 **Matters Arising**

No matters arising.

258 **Committee and Panel Reports**

RESOLVED, after consideration in accordance with Standing Order 18(e), to receive the following reports of Committees, to approve and adopt the recommendations

contained therein and the actions taken as reported therein.

F. Business Development Committee Meetings (13th December 2012 and 17th January 2013)

G. Staff Administration Panel Meetings (7th January 2013)

H. Planning and Development Committee Meeting (8th January 2013)

I. Finance and Budget Oversight Committee (9th January 2013)

J. Hailsham in Bloom Committee Meeting (16th January 2013)

A. Business Development Committee – 17th January 2013

259 Minute BDC/12/8/67.3 – Regular Town Market

Councillor W. A. Bentley stated that it was important that Hailsham Forward clarified exactly what was required of Hailsham Town Council staff, as it was important that their duties were the responsibility of the Council.

- Amend minute to read that the Town Clerk liaise with the Chairman of Hailsham Forward to ascertain their requirements of Hailsham Town Council staff.

260 Minute BDC/12/8/69 – Hailsham Forward and Arts Festival

Councillor W. A. Bentley stated that he was concerned that an external body would be using Council finances for festival lights.

Councillor Coltman responded that it was intended that the Business Development Committee was responsible for festival lighting.

- Amend the minute to read that the Business Development Committee is responsible for festival lighting.

261 Minute BDC/12/8/70.2 – Hailsham & Hellingly Movement & Access Strategy

Councillor Coltman said that since the meeting of The Business Development Committee on 17th January 2013 it had been confirmed that the Chairman of Hailsham Forward could only sit on the Hailsham & Hellingly Movement & Access Strategy Committee as an observer and consultant, as only elected members could vote and decide on the expenditure of S106 Monies.

Amend minute to read that it is requested that the Chairman of Hailsham Forward could sit on the Hailsham & Hellingly Movement & Access Strategy Committee as an observer and consultant only with no voting rights.

B. Planning and Development Committee – 8th January 2013

262 Minute 213 Other Planning Matters - Appeal

Councillor W. A. Bentley updated the meeting on the progress of the application on the appeal of WD/2012/1811/F, Finnoula, Western Road, Hailsham.

- No change to the minute recommendation.

C. Finance and Budget Oversight Committee – 9th January 2013

263 Minute 109.2 - Budget for 2013/2014

Councillor W. A. Bentley stated that the Western Road Recreation Ground Cricket Pavilion was the property of Hailsham Town Council although Hailsham Cricket Club was welcome to enter into negotiations on its transfer,

- No change to the minute recommendation.

264 Minute 110.5 – Budget for 2013/2014

Councillor. W. A. Bentley stated that the Hailsham Independents were not a political party as stated. Members of the Hailsham Independent Group present were asked if they would prefer the sentence deleted.

- Amend minute to delete the sentence referring to the Hailsham Independent Group as a political party.

265 Minute 110.7 – Budget for 2013/2014

Councillor W. A. Bentley stated that this item would have to be agreed after agreement had been reached on the overall precept.

D. Hailsham in Bloom Committee – 16th January 2013

266 Minute 81 – Improvements to Hailsham in Bloom Nursery Site

Councillor W. A. Bentley requested that staff investigate planning issues before proceeding with the proposed development plans and report back to the Hailsham in Bloom Committee. The Committee was requested to provide Council with an update on the developments at the Grovelands Barn site.

Precept and Budget 2013/2014

267.1 Councillor N. Collinson declared a personal interest in this agenda item as he is a Wealden District Councillor and did not vote on the resolution.

267.2 The Town Clerk introduced this item and explained the recommendations of the Budget and Oversight Committee of 9th January 2013.

267.3 Councillor W. A. Bentley spoke and rejected the recommendations of the Budget and Oversight Committee of 9th January 2013 in respect of the Band D tax rate and precept for 2013/13. He said that in difficult financial times it was unfair on the people of Hailsham to expect them to pay more for their services. A 0 per cent increase in the Band D tax rate was recommended.

267.4 Discussion ensued and all those who participated said that an increase in the precept was unacceptable.

267.5 **RESOLVED** that Wealden District Council is requisitioned for a precept of £841,100.00 for the financial year 2013/2014; and that the difference between the precept, grant and the budget (£52,019) is taken from reserves. This represents a 0% increase in the Band D Tax Rate.

267.6 Councillors Blake and P. Holbrook abstained from voting.

267.7 Councillor W. A. Bentley thanked members of the Finance and Budget oversight Committee for their work on preparing the budget.

Format and Date of Forthcoming Electors' Meeting

268.1 The Town Clerk introduced this agenda item. He said that the agreed date for the Annual Electors' Meeting of 1st May 2013 was the day before the County Council elections and it would, therefore, be inappropriate and inconvenient to hold it on that date.

Discussion ensued.

268.2 **RESOLVED** to hold the Annual Electors' Meeting on Tuesday 14th May and that the exact time and format of the meeting be discussed at the next Council meeting on 13th February 2013.

Replacement Telephone System

269.1 The Deputy Town Clerk spoke in respect of his report circulated with the agenda. He stated that the current contract for the provision of a telephone system would end on 31st March 2013 therefore a decision on the future provision had to be taken at this meeting.

269.2 **RESOLVED** to instruct the Deputy Town Clerk to pursue a system that included VOIP and superfast broadband with Hailsham based companies along with Wealden District Council be invited to participate; and that the provision of mobile telephones for staff be discussed at the next Council meeting on 13th February 2013.

Hailsham Works Project, Cortlandt Stable Block and Public Conveniences

270.1 Councillor N. Collinson declared a personal interest in this agenda item as he is a Wealden District Councillor. He did not vote or participate in the debate.

270.2 Councillor W. A. Bentley stated that East Sussex County Council had agreed funding for Tomorrow's People of £150,000 for Hailsham Works, subject to some final checks.

270.3 The Town Clerk said that now funding had been secured it would be appropriate for the Council to make a formal resolution to lease the Cortlandt stable block as an office and base for 'Hailsham Works' and for part conversion into public toilets. The agents acting on behalf of the owners of the building had confirmed that they permit conversion of part of the building for use as public conveniences.

270.4 **RESOLVED** to pursue completing the lease of the Cortlandt Stable Block Building for ten years.

270.5 Further costs and proposals for the conversion of part of the building into a public convenience would be presented to council at a subsequent meeting.

Wealden Bus Alliance

271.1 Councillor Marlowe spoke in respect of the officer's report as circulated with the agenda and as Appendix HTC/12/8/271A to these minutes.

271.2 **RESOLVED** to join the Wealden Bus Alliance and commit a maximum of £20 towards the shares.

Area of Land Between the Diplocks Industrial Estate and Housing in Bramble Drive

272.1 Councillor N. Collinson declared a personal interest in this agenda item as he is a Wealden District Councillor. He did not vote or participate in the debate.

272.2 **RESOLVED** to agree the revised programme as detailed in the officer's report as circulated with the agenda and as Appendix HTC/12/8/272A to these minutes, and to commit £530 towards the scheme as previously agreed.

Councillors' Questions/Information Forum

Mrs. D. Haffenden

273.1 Councillor Burchmore advised the meeting of the sad passing away of former Councillor and Mayoress Mrs. Debbie Haffenden. The Chairman on behalf of the whole Council expressed her sorrow and stated that she would send a condolence card to Mr. Haffenden.

273.2 The Chairman also announced that a much loved youth worker in Hailsham, Mrs. Linda Burgess had passed away just before Christmas.

Street Lighting

274.1 Councillor Burchmore said that he had been contacted by a number of residents in Mortain Park about the switching off of their street lights at midnight.

274.2 Councillor Triandafyllou advised the residents to write to the Town Clerk with their concerns and they would be considered as part of the overall review of the scheme by East Sussex County Council later in the year.

275 Meeting Days

At the request of Councillors Marlowe and Crittenden it was agreed to consider the day of the week Council held its monthly meeting at the next meeting on 13th February 2013.

There being no other business, the meeting closed at 9.52pm.

CHAIRMAN

Report to: Hailsham Town Council
Date: 23rd January 2013
By: John Harrison, Town Clerk
Title of report: Precept and Budget 2013-2014

PURPOSE:

To consider the recommendations of the Finance and Budget Oversight Committee (09/01/13)

To resolve to recommend the precept for the financial year April 2013 to March 2014 to be requisitioned from Wealden District Council

BACKGROUND

The Finance and Budget Oversight Committee last met on 9th January 2013 to agree the final budget and the precept to be requisitioned from Wealden District Council.

This involved discussions around the very recent changes to the Hailsham Tax Base brought about by changes to the way which Council tax benefits are paid as informed by Wealden District Council.

The key changes noted were that:

- District Councils will be responsible for the setting of Council Tax benefits instead of Central Government.
- The Tax base for 2013-14 onward will be calculated differently
- In 2013/14 the Hailsham tax base will drop from 7333.7 to 6297.9. This results in a shortfall of precept
- The shortfall in precept will be made up from a grant given to Wealden District Council and passed onto parishes and towns, of (£118,794) – 13% of the total Hailsham Town Council budget.
- It is uncertain whether a grant will be in place or what a grant may be in 2014/15 and subsequent years
- There is a potential for the introduction of the capping of council tax increases for parish/town councils in 2014/15

- Some parish and town councils are considering increasing their precept this year in order to offset the potential reduction or in fact, total loss of grant next year and because there may not be the opportunity to do so for following years if the 'cap' is introduced.
- A loss of £118.794 from the grant for 2014/15 would represent 13% of total budget, which would be a significant shortfall in Hailsham Town Council's budget

1. Budget for 2013-2014

The budget recommendation for 2013-2014 that has been developed by the Finance and Budget Oversight Committee totals £893,119.00, summarised as follows:

Finance, Policy and Resources	£795,649
Environment and Leisure	£60,820
Burials and Properties	£36,650
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Total Budget	<u>£893,119.00</u>

The detailed report on the individual areas of budget is included as an appendix to this report.

The budget for 2012-2013 was £841,100.00.

This amount was funded entirely from the precept, with the Band D Council tax rate at £114.69 and the tax base being 7333.7 (therefore 7333.7 X £114.69 = £841,102.06)

The budget for 2013-2014 is therefore increased by £52,019.00

2. Council's Reserves

The Finance and Budget Oversight Committee had considered meeting this increase from the council's reserves.

Council's reserves as at 31.12.13 are as below:

Commuted Sums

a	Balance	225,000.00
b	Inaccessible commuted sums	<u>56,600.00</u>
c	Accessible commuted sums (a-b)	<u>168,400.00</u>

Community Contingency Fund

d	Balance	121,235.00
e	6% to remain in reserve	53,588.00 (6% of budget £893,119)
f	Available balance (d-e)	<u>67,647.00</u>
g	Total available reserves (c+f)	<u>236,047.00</u>

3. Recommendations of the Finance and Budget Oversight Committee

The FBOC Resolved to recommend an increase of the Band D council tax to £116.98 from £114.69.

This amounts to a 2% increase and £2.29 per household in the tax base.

The precept requisitioned from Wealden District Council is therefore £736,728.34

This would mean that the total drawn from reserves for the 2013/14 budget is reduced £37,572, with the rationale being to partially protect reserves to meet the potentially significant shortfall in future years.

Illustrated as follows:

Tax Base	6,297.90
HTC Rate Per Band D	<u>£116.98</u>
Increase on 2012/13	2%
Budget	<u>£893,119.00</u>
Precept	£736,728.34
WDC Grant	£118,794.00
Drawn from reserves	£37,596.66
Remaining reserves	<u>£198,450.34</u>

4. Comparisons with no increase or with a greater increase in the HTC rate per band D

4.1 No increase on Band D rate:

Tax Base	6,297.90
HTC Rate Per Band D	<u>£114.69</u>

Increase on 2012/13 0%

Budget	£893,119.00
Precept	£722,306.15
WDC Grant	£118,794.00
Drawn from reserves	£52,018.85

Remaining reserves	£184,028.15
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- This increases the amount drawn from reserves by £14,422.19 to £52,018.85.
- The precept requisitioned from WDC is £722,306.15
- There is no increase on the band D Tax rate for Hailsham residents.

4.2 A higher increase on the Band D Tax Rate

A 3.6% increase on the Band D council Tax was also considered by the FBOC but rejected as potentially too large and possibly resulting in a referendum. This possibility is illustrated as follows:

Tax Base	6,297.90
HTC Rate Per Band D	£118.83
Increase on 2012/13	3.6%

Budget	£893,119.00
Precept	£748,379.46
WDC Grant	£118,794.00
Drawn from reserves	£25,945.54

Remaining reserves	£210,101.46
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- This decreases the amount drawn from reserves by £26,073.31 to £25,945.54.
- The precept requisitioned from WDC is £748,379.46
- There is an increase on the band D Tax rate for Hailsham electors of 3.6% (£4.14 per household).

5. CONSIDERATIONS.

Further considerations that should be taken into account:

It is possible that there will be a decreased grant or indeed no grant for 2014-2015 and subsequent years. This would mean a shortfall of up to £118,794.00 in the Town Council's income.

(With this 'worst case scenario' in place, with:

The council's budget at the same amount for 2013-14, at £893,119.00

The tax base the same at 6297.9

With no increase in the band D rate at 114.69

And therefore the precept requisitioned from WDC the same at £722,306.00

Would require the use of £170,811.00 reserves).

It is possible that there will be a 'cap' on local council's ability to raise their Band D Rate in subsequent years, limited to ensure rises are no more than in line with inflation.

It is also possible that a raise in a local council's Band D Tax rate that is deemed significant enough rate may result in a referendum.

Hailsham Town Council's current reserves total £236,047.

The Town Council has agreed and signed the Option Agreement for the sale of land to Ripley's Metal Recycling. When and if this sale is achieved, Hailsham Town Council will receive £135,000.00 from that sale (plus an additional £5,000 for play equipment).

It is probable that the Hailsham tax base will increase as the significant developments highlighted in the Wealden Core Strategy are realised, although it is impossible to quantify by how many households and when.

It should also be noted that those households eligible for Council tax benefit may not add to the tax base but will possibly contribute to a drain on council resources.

RECOMMENDATIONS:

1. Council is asked to agree the budget for 2013-2014 as £893,119.00 (the detailed breakdown of this budget is attached as an appendix to this report)

2. Council is asked to:

Consider the recommendation of the Finance and Budget Oversight Committee to set the Band D tax rate for 2013-14 at £116.98, a 2% increase on the previous year (totalling £2.29 per household), and thus the precept requisitioned from WDC at £736.728

To resolve to set the Band D Tax rate and requisitioned precept at an agreed level.

Appendix: Budget for 2013-2014

Precept Analysis - Committee Funds - 1st April 2013 to 31st March 2014

		Expenditure Budget	Last year Expenditure Budget	Income Budget	Last year Income Budget	Net Annual Budget
ENVIRONMENT & LEISURE						
101	Allotments	1290	1290	1930	1930	-640
102	Recreation Areas	10310	13830	1100	1100	9210
103	Play Areas	3350	3350	0	0	3350
104	Public Open Spaces (incl. Orchard Park)	2050	2900	-750	700	2800
105	Horticultural & Tree Maintenance	29600	29000	0	0	29600
106	Capital Projects	2500	7500	0	0	2500
107	Urban Grass/Dog Hygiene Bins/ Footpaths	24000	23000	10000	10000	14000
	Total E&L	73100	80870	12280	13730	60820
BURIALS & PROPERTIES						
201	Town Council Offices	1950	1850	0	0	1950
202	Recreational Buildings (incl. Union Corner)	14850	3750	400	400	14450
203	Cemetery Buildings	700	800	0	0	700
204	Capital Projects	0	0	0	0	0
205	Cemetery Overheads	5850	6150	0	0	5850
206	Cemetery Roads & Paths	50	0	0	0	50
207	Funeral & Graves	13400	13500	45000	50000	-31600
208	Cemetery Horticultural	9500	9500	0	0	9500
209	Street Lighting	24000	32000	0	0	24000
	Christmas Festoons	12000	10000	1000	1000	11000
210	Street Furniture (bus shelters/seats)	750	950	0	0	750
	Total B&P	83050	78500	46400	51400	36650
FINANCE, POLICY & RESOURCE						
301	Salaries and Wages	516584	495600	0	0	516584
302	Admin Expenses	92050	109220	6400	6600	85650
303	Chairmans Allowance	1500	1500	0	0	1500
304	Machinery/Tools/ Protective Clothing	4500	6000	0	2000	4500
305	Vehicle Fleet (All costs)	21000	19000	0	0	21000
306	Twinning	300	1000	0	0	300

307	Grants & Miscellaneous Provisions	6000	6000	2000	2000	4000
308	Section 137	5400	5500	0	0	5400
308(a)	Tourism & Leisure	29075	36750	0	0	29075
309	Capital Projects	20500	20500	1000	1000	19500
310	Joint Funded Projects	82800	31950	0	0	82800
311	Joint Funded Services	46500	44000	0	0	46500
312	Account Interest & Commuted Sums	0		1400	1000	-1400
313	Rents/Hire Fees/ Lettings Income (All properties)	0	2000	19760	19560	-19760
314	Net VAT				0	
	Total FPR	826209	779020	30560	32160	795649
	All Committee Total	982359	938390	89240	97290	893119

Report to: Hailsham Town Council

Date: 23rd January 2013

By: Mickey Caira, Deputy Town Clerk & Business Enterprise Manager

Title of report: REPLACEMENT TELEPHONE SYSTEM

PURPOSE:

To consider proposals received by the Council on a replacement telephone system and to resolve which option to procure.

BACKGROUND:

The Council entered into a seven year contract with Systemcare (now Digiquip) in May 2006 to supply a telephone system for voice and data services (internet and email connections) to service the Town Council Offices, Square Café and the Cemetery. All the equipment under the current contract is rented under a fixed term agreement and this will expire around the same time as the service contract supplied by Digiquip. At this point all the equipment must be returned to the rental company.

The Council must therefore source a new telephone service contract prior to 31st March 2013. It is vital that a new contract is secured as soon as possible to allow for the changeover time to a new contractor whilst retaining the BT telephone numbers.

CONTRACTOR PROPOSALS:

The existing contractor plus two other companies were invited to submit proposals for the replacement of the current system. All the contractors were asked to provide a proposal they considered the best for the Council following an onsite meeting and survey. The current contractor has declined to make a proposal and a summary of the other two company proposals are as follows:

RJ Cortel a Heathfield based company that currently supplies Heathfield and Waldron Town Council, plus other local businesses.

Proposal: Supply and service a hosted telephony solution. This will involve the hosting of the router off-site rather than at the Council Offices. The benefits of this system include; the ability to operate the system even if the building is not available, the ability to use the existing numbers at any location e.g. working from another office location or home working. Better quality connections between all three sites. The proposal also includes a maximum cost of hacking to the Council of £50, should such an event occur again, and the contract is offered with the option to only commit for one year with an option to extend.

Overline a Worthing based company with a number of local clients including Eastbourne Homes.

Proposal: Supply and service a similar telephony solution to the existing service with the router sited on-site. This system does not have the features or flexibility of the other proposal above. The proposal includes the option to insure against the cost of hacking at a minimal cost and is offered with the option to only commit for one year with an option to extend.

FINANCIAL IMPLICATIONS:

The current system equipment including telephone handsets and routers was rented and not purchased outright. The cost of this over the seven year period is £32,425

It is recommended that the cost to supply and install a new system is purchased outright to avoid the high cost of leasing or renting as experienced over the past seven years. The cost could be met from the Contingency Fund and/or taken from savings anticipated under either of the two proposals as detailed below.

RJ Cortel cost of supply and installation of new kit £5766.25 ex VAT.

Overline cost of supply and installation of new kit £6,249.74 ex VAT.

On-going monthly costs:

The current monthly cost including lease/rental, service contract, line rental and call charges is around £750.

RJ Cortel projected monthly cost including the hosting licences and cost of calls is £668 ex VAT.

Overline projected monthly cost including cost of calls £226 ex VAT.

Both the above projected costs assume that the new system is purchased outright and not rented/leased.

The projected annual saving with the RJ Cortel proposal is £984 ex VAT.

The projected annual saving with the Overline proposal is £6,285 ex VAT.

The main difference in the prices is the cost of the hosted package which is more expensive but provides much more flexibility and security of service than the standard package proposed.

Mobile Telephones:

The Council currently does not supply mobile telephones to the staff with the exception of the emergency phone.

The Council therefore relies on the staff mainly the Outdoor Works Team to supply their own phones and are given a small allowance to cover the cost of calls made on Council business. The cost to the Council in the past twelve months was £370 to recompense the staff. There is no compulsion on the staff to provide their own mobile phones and it is assumed the staff have access to one that fulfils the Council's Health and Safety Lone Working Policy. Whilst the staff have not made an issue of having to provide their own phones they have highlighted the fact that the current level of annual payment (£50) does not cover the cost of all the calls etc made on Council business. This is difficult to quantify as they all have inclusive minute packages.

There is a danger that under the current system any member of the current staff may choose not to hold a mobile phone and any new members of staff not have access to one. The Council is therefore not in control of the situation, If this were to happen then the Council could not fulfil its health and safety obligations.

To put the Council in control of the situation it could supply mobile phones to all outdoor works staff (6) and one for the office staff to use when they are making site visits.

This could be done by way of a formal business contract for seven mobile telephones over a minimum of 24 months; costs have been obtained from both the companies who have submitted land-line proposals. The details are as follows:

RJ Cortel: O2 Business Share 2000. Total cost over 24 months (including six months free) £2,736 ex VAT. This includes the management of the contract with the provider.

Overline: Orange 2000. Total cost over 24 months £4,448 ex VAT. This includes the management of the contract with the provider.

Other packages may be available at more competitive rates if negotiated direct with network providers.

The cost of such a package is significantly more than the existing system, but it does provide a robust solution.

The second option would be to provide pay-as-you-go mobiles to the staff highlighted above and provide top-ups as required. The cost of mobiles range from around £20 upwards, and the cost of calls tend to be more expensive than on an inclusive package. The annual cost of this is not possible to predict at this stage and will probably be more than the existing system.

The third option would be to maintain the status quo and rely on the staff to provide their own phones and to review the level of recompense provided by the staff.

Conclusion

The Council must make a decision regarding the selection of a new telephone provider in order to have a system operational beyond 31st March 2013, and how it is to finance the supply and installation of the system. Both contractors have offered an initial twelve months contract with an option to extend, this will allow the Council to continue to explore the possibility of moving to the Wealden District Council Offices or elsewhere in the town centre, without having to make a long term commitment that could be expensive to "buy out".

The Council is asked to consider the mobile phone issues highlighted above and determine how it will provide mobile telephones to the relevant Council staff in the future.

Report to: Hailsham Town Council

Date: 23rd January 2012

By: John Harrison, Town Clerk

**~~Title of report:~~ AREA OF LAND BETWEEN THE DIPLOCKS INDUSTRIAL
ESTATE AND HOUSING IN BRAMBLE DRIVE**

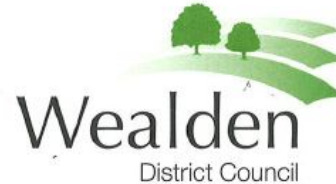
PURPOSE: To receive an update and amended request on the arboricultural work previously proposed by Wealden District Council

BACKGROUND.

At the meeting of Hailsham Town Council on 17th October 2012, Council considered a request from Wealden District Council (Jeremy Leach) to contribute to proposed arboricultural works the sum of £530.00

The original request is as below:

OUR REF: HPHCD/JCL
ASK FOR: **Dr Jeremy Leach 01323 443305**
DATE: Friday 17th August 2012
YOUR REF:



Head of Public Health
and Community Services

Mr John Harrison,
The Town Clerk,
Hailsham Town Council,
Inglenook,
Market Street,
Hailsham,
East Sussex,
BN27 2AE.

Dear Mr Harrison,

**Area of Land between the Diplocks Industrial Estate
and Housing in Bramble Drive, Hailsham**

You will be aware of fatal stabbing which occurred on the piece of land behind your industrial unit in January this year. Since that time the land in question has become a source of discussion and complaint from local residents. Indeed, I came to see you on 29th May 2012 about the matter.

I have now had the opportunity to investigate the problem in more detail and seek the advice of a tree surgeon and arboriculturalist. I have attached a map to show the area under discussion, which is shaded red. He recommends that all the lower branches of the fir type trees (up to a height of approximately seven feet) are cut off, this will let more light into the area. In addition all dead wood, blown down or damaged trees and already cut and stacked wood in the area will be chipped and mulched and spread on the ground. All undergrowth and under-storey vegetation will be strimmed down and similarly mulched. This will create a more open feel to the area and a lighter, cleaner look. This part of the work, subject to funding, will be completed during September 2012.

Then in the late winter (February time), 150 bare root whips will be planted in the area, consisting of Hawthorn, Field Maple, Hazel, Spindle and Guelder Rose; these will be planted in groups to encourage clumps of trees. In time these will establish a rich under storey to the current tree stock and help to encourage a greater diversity of wildlife. This will make the area behind the units much more pleasant to look at and should obscure the view of the units to local residents.

The land highlighted on the map has several owners and is not under the ownership of one individual.

You will also be aware that the Safer Wealden Partnership has already agreed to pay for removal / painting over, of the graffiti on the rear walls of the units occupied by Alsford's Timber, Metaltech and NSP Engineering. This work should be undertaken during the first part of September.

The work to improve the look of the land, as described above has been costed at £3,180. I am writing to enquire if you would be willing to contribute to a proportion of the cost, as specified below:

Alsford Timber	£530.00
Metaltech	£530.00
NSP Engineering Ltd	£530.00
Hailsham Town Council	£530.00
Safer Wealden Partnership	£530.00
Wealden District Council	£530.00
Total	£3,180.00

Could you please let me know by returning the attached form or email me on Jeremy.leach@wealden.gov.uk whether or not you / your company / agency would be willing to contribute to the sum above.

The

I look forward to hearing from you and thank you in anticipation of a positive response.

Yours sincerely,



Dr Jeremy Leach
Public Health Manager

Copy to: Cllr Mrs J Bentley.
P.S. This letter has been sent to each of the companies / agencies listed above.

Town Council resolved to agree to the request from WDC:

Minute Ref HTC/12/5/209.3:

RESOLVED to agree to the request from Wealden District Council as detailed in the recommendation in the officer's report circulated with the agenda, and as Appendix HTC/12/5/209A of these minutes and that the £530.00 Hailsham Town Council contribution to the proposed arboricultural works be taken from the Contingency Fund.

Developments:

On the 10th December 2012 the Town Clerk received an email from Mr Jeremy Leach at WDC

providing an update on the proposed arboricultural work, as follows:

*The companies have **not** offered to contribute to the cost of the works. However Wealden have committed up to £500, so has the Safer Wealden Partnership and Wealden District Council and Hailsham Town Council up to £500. Giving a total of £1,500.*

I have asked Sam Spiers (a local tree surgeon ...) to provide a quote for a modified amount of work.

Based on the same area of land ... to trim the lower branches of the fir trees to allow in more light and to chip those branches and chip any piles of branches etc. already cut, including a large pile of cut wood behind Hailsham Platforms next to Alsford's Timber and any fallen trees in the area. This will leave in place any existing elder and other species so they can continue to grow and start to fill in the area at a lower level, i.e. no strimming.

We will not have enough money to undertake the planned replanting.

[The] quote .. is within budget and he could undertake the work in January.

Can you confirm that the Town Council will still be willing to contribute just under £500 to these modified works?

CONCLUSION.

Council is therefore asked to confirm that it is still willing to contribute £500, for arboricultural works to this area, although based on this revised proposal, to be funded from contingency funds, as previously resolved.