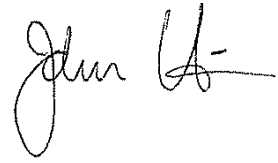# HAILSHAM TOWN COUNCIL
AGENDA

NOTICE IS HEREBY GIVEN OF a Meeting of HAILSHAM TOWN COUNCIL to be held the Civic Community Hall, Vicarage Lane, Hailsham, BN27 1BH

Wednesday, 23rd March 2022 at 7.00 p.m.

1. **PUBLIC FORUM:** 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 of the Council, at the discretion of the Chairman.

2. **APOLOGIES FOR ABSENCE:** To receive apologies for absence of council members

3. **DECLARATIONS OF INTEREST:** To receive declarations of disclosable pecuniary interests and any personal and prejudicial interest in respect of items on this agenda.

4. **CONFIRMATION OF MINUTES**
   To resolve that the Minutes of the Meetings of Hailsham Town Council held on 26th January and 23rd February 2022 may be confirmed as correct records and signed by the Chairman

5. **CHAIRMAN'S UPDATE**
   To receive a verbal update from the Chairman of Hailsham Town Council

6. **CHAIRMAN'S ALLOWANCE**
   To consider using some of the Chairman's Allowance as grants for Community and Voluntary Groups

7. **EAST SUSSEX COUNTY COUNCIL UPDATE**
   To receive an update from East Sussex County Councillors for Hailsham

8. **COMMITTEE RECOMMENDATIONS TO COUNCIL**
   To consider recommendations made by committees, which are outside of their terms of reference or otherwise were resolved as recommendations to full council

9. **RISK ASSESSMENTS POLICY**
   To receive and adopt the revised Risk Assessment Policy and Risk Log

10. **ANNUAL TOWN MEETING**
    To discuss the arrangements for and agree the format for the Annual Town Meeting

11. **COMMITTEE MEMBERSHIP**
    To agree any changes to the council's committee membership

12. **TOWN COUNCIL MEETINGS**
    To receive an update on dates and venues for forthcoming Town Council meetings

13. CAR PARK PASSES
To receive an update on the situation regarding car park passes for the HTC offices.

JOHN HARRISON
Town Clerk

Report to: **Hailsham Town Council**

Date: **24ᵗʰ March 2022**

By: **John Harrison, Town Clerk**

Title of Report: **Chairman's Allowance**

1. PURPOSE

To consider using some of the Chairman's Allowance as grants for Community and Voluntary Groups

2. BACKGROUND

2.1 Chairman's Allowance

Hailsham Town Council budgets for TWO separate amounts of Chairman's Allowance

1.   The first amount is that determined by council when it considers the '*Report of the Wealden Parish independent Remuneration Panel on Town and Parish Councillor Allowances*'

This amount, as defined in the IRP report**:** *is an allowance personal to the Parish/Town Councillor elected Mayor or Chairman. It is entirely separate to the allowance under the Local Government Act 1972, Sections 15(5) and 35(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.*

The Current financial year 2021-2022 this was determined by council on 27ᵗʰ January 2021 as £1820.00 for the Chairman. This amount is processed via payroll and paid directly into the bank accounts of councillors.

2.   The second amount that payable under the Local Government Act 1972, Sections 15(5) and 35(5)- *payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.*

For the current financial year this was set at £1500.00. For this amount it is a requirement of the council's audit regime that proof of expenditure is recorded (i.e. receipts where possible).

It is also a requirement that this fund is to be used for any other purpose than those set out in the legislation, that requires a council resolution as it constitutes the 'virement' of funds from one purpose to another.

It is for this second allowance and for this purpose that a RESOLUTION of the council is requested at this meeting.

2.2 Previously agreed rules regarding use of the Mayor's Allowance (the 'second' allowance amount: LGA 1972 S 15(5) & 35 (5)):

Mayor's Allowance Sub-Group Recommendations

The Mayor's Allowance sub-group met on 25th February 2015 and was attended by Cllrs R. Grocock, P. Holbrook, G. Rowe, Mrs M. Skinner and C Triandafyllou. Apologies were received from Cllr M. Ryan.

It was noted that legislation regarding the Mayor's Allowance does not specify any level of detail on what the allowance should and should not be used for, although guidelines published in "Local Council Administration" by Charles Arnold-Baker and "Local Councils Explained" by Meera Tharmarajah (NALC's most recent publication) did offer more advice.

The group makes the following recommendations to council to be implemented for the next council/ financial year and beyond.

1. As indicated in the relevant guidance, the Mayor's Allowance is allocated to allow the Mayor to meet the expenses of their office. It should ensure that the mayor is able to represent the council at such appointments, events and functions as necessary in the manner befitting the good reputation of the council.

2. The allowance is intended to meet costs which can include: stationery, the provision of refreshments at events hosted by the Mayor, Christmas cards issued by the Mayor on behalf of the Town Council, donations and gifts at events, travel costs to events at which the mayor is representing the town council, this may include twinning events at twin towns, clothes or personal effects that ensure the mayor is appropriately 'turned out, wreaths for remembrance day and other events at the war memorial' - However this list should not be seen as exhaustive.

3. Expenditure on clothes or other personal items and accessories is to be limited to £400 per mayoral year.

4. The Mayor's Allowance should pay for no more than two wreaths per mayoral year for events at the war memorial (or similar). Any more than that should be paid for from Section 137 other monies.

5. To enable the council to budget efficiently for these, the Town Clerk will endeavour to secure in advance from the British Legion (or related relevant organisation) the number and cost of wreaths that it is asked to provide in advance for the forthcoming year

6. The Deputy Mayor can incur expenditure against the Mayor's Allowance when attending events in the mayor's absence, in the same way that the mayor would.

7. The Mayor may donate any 'unspent' amount of the Mayor's Allowance to charities or for other causes not related to 'meeting the expenses of their office' by agreement and resolution of the council only.

8. The Mayor's Allowance has not been increased in line with inflation for some years and it is recommended that the council review the amount of the allowance each year as part of its normal processes for budget setting.

Minute Reference HTC/14/7/225.1 – 225.3

Councillor Triandafyllou introduced this agenda item and referred members to the report circulated with the agenda.

RESOLVED to agree the recommendations of the Mayoral Allowance Sub-Group arising from its meeting held on 25th February 2015 as circulated with the agenda and as Appendix HTC/14/7/A to these minutes.

3. Current underspend

Minutes from last HTC meeting 26.01.2022

RESOLVED that the Chairman compiles a list of groups and charities that he would like to donate the remaining money from the Chairman's Allowance and bring it to the Council meeting in March for agreement.

The chairman's remaining balance is £1,345.00, there is still the wreath for Ukraine to come out of this balance.

Council is asked to approve re-allocation of this amount, less the balance required for the Wreath, as grants to local Community groups to be determined by the Chairman at the meeting.

Report to: **Hailsham Town Council**

Date: **23rd March 2022**

By: **John Harrison, Town Clerk**

Title of Report: **Committee Membership**

PURPOSE:
To consider any appointments to the council's committees

**CURRENT COMMITTEE MEMBERSHIP AS AT 16/03/2022**

	STANDING COMMITTEES					
Committee	Finance, Budget & Resources	Planning & Development	Communities	Assets Management	Neighbourhood Planning	Staffing Committee
1	Trevor Powis	David Cottingham	Anne-Marie Ricketts	Mary Laxton	Karen Nicholls	Gavin Blake-Coggins
2	Gavin Blake-Coggins	John Puttick	Chris Bryant	Paul Holbrook	David Cottingham	Alexa Clarke
3	Paul Holbrook	Barbara Holbrook	Karen Nicholls	Richard Grocock	Mary Laxton	Nigel Coltman
4	Richard Grocock	Paul Holbrook	Alexa Clarke	Trevor Powis	John Puttick	Paul Holbrook
5	Mary Laxton	Anne-Marie Ricketts	Gavin Blake-Coggins	Ross Newark	Paul Holbrook	Mary Laxton
6	Nigel Coltman	Jenny Cook	Nigel Coltman	Chris Bryant	Nigel Coltman	Ross Newark
7		Jo Crittenden	John Puttick	Jenny Cook	Ross Newark	Karen Nicholls
8		Chris Bryant	Kevin Lawrence			Anne-Marie Ricketts
9			Jo Crittenden			
	6	8	9	7	7	8

Substitutes						
1	David Cottingham	Trevor Powis	Barbara Holbrook	Nigel Coltman	Alexa Clarke	Barbara Holbrook
2	Chris Bryant	Mary Laxton	John Puttick	David Cottingham	Barbara Holbrook	
3	Barbara Holbrook	Gavin Blake-Coggins	Trevor Powis	Barbara Holbrook		
4	Karen Nicholls	Alexa Clarke		John Puttick		
5		Nigel Coltman				
6						
7						
8						
9						

			Committee Seats Per	
Total Posts (6X7 = 42)	42	% of Council	Group	Seats Occupied
Council Make Up	18 Seats	100.00%	42.0	0
Conservative	6	33.33%	14.0	12
Liberal Democrat	6	33.33%	14.0	15
M. Laxton	1	5.56%	2.3	4
R. Newark	1	5.56%	2.3	3
K. Nicholls	1	5.56%	2.3	3
T. Powis	1	5.56%	2.3	2
J. Puttick	1	5.56%	2.3	3
A-M Ricketts	1	5.56%	2.3	3
		0.00%	0.0	
	18	100.00%	42.0	45

Finance, Budget and Resources: Quarterly plus budget meetings – Wednesdays 7.00pm

Planning & Development: every three weeks, Tuesdays 6.30pm

Communities: monthly, Mondays 6.00pm

Assets Management: monthly, Wednesdays 7.00pm

Neighbourhood Planning, ad-hoc, increasing frequency in Spring 2022, usually Thursdays 7.00pm

Staffing Committee, ad-hoc as required – frequency to be determined moving forwards, Thursdays 7.00pm
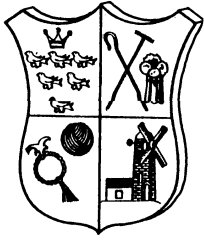
HAILSHAM TOWN COUNCIL

Risk Management Strategy and
Policy Statement 2021/2022

Background

Hailsham Town Council first adopted The Risk Management Strategy and Policy Statement 2009/2010 in March 2009 (Minute Ref FPR/08/4/267.1). The Council agreed to adopt the revised plan in March 2010, in December 2011, in March 2014, March 2016 , November 2017 in February 2019 and again in November 2020. This Revised Strategy and Policy Statement together with the detailed action plan and record of risks should be reviewed annually and the following statement provides an update for the Council to agree and adopt; to meet this requirement.

Introduction to Risk Management

In all types of undertaking, there is the potential for events and consequences that may either be opportunities for benefit or threats to success. Local councils are no different and risk management is increasingly recognised as being central to their strategic management.

Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The focus of good risk management is to identify what can go wrong and take proportionate steps to avoid this and successfully manage the consequences.

The Council faces risks to people, property and continued operations. The systematic management of risks therefore assists the Council in achieving its objectives by enabling the provision of a diverse range of services to the community and visitors to the area.

Not all risks the Council faces can be insured against, and is not just about financial management: it is about ensuring the achievement of objectives set by the Council to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, the ability to achieve desired targets, and eventually, on the local community's Council Tax Bills.

The importance of looking afresh at risks comes in the wake of a more demanding society, bold initiatives and more challenge when things go wrong. It also arises because of the significant changes taking place as a result of the Government's localism agenda, which will result in more delegation of service delivery from principal authorities. Local Councils also face pressures, including those associated with attaining and

retaining Quality Status, the General Power of Competence, that potentially give rise to a range of new and complex risks and which suggest that risk management is more important now than at any other time.

The first stage in the risk management process is to identify the risks to the Council's objectives (inherent risks). The Council classifies these risks as either strategic (risks that relate to doing the wrong thing) or operational (risks that relate to doing the right things in the wrong way). The risks are further sub-divided into political, reputation, information, financial, people and regulatory categories.

All the risks identified are evaluated in terms of their impact, likelihood of occurrence and proximity. Following the identification and evaluation process, the most appropriate and cost-effective solution is found in order to control the risks. The solutions will fall into one of four categories: tolerate; transfer; terminate; and treat. The risks are then re-evaluated in light of the suggested mitigation (re-evaluated risks are called residual risks).

Risk Management in Service and Financial Plans

In providing the diverse services of the Council, officers and members manage risk continuously. In order to secure these services, many risk management techniques are employed. These include – and are not limited to – the co-ordination of insurable risks, techniques to address health and safety matters, threats to the environment, planning issues, management of social issues and financial management methods.

There is a need, however, to incorporate the management of risk in a Council Strategic Plan. A Strategic Plan could identify the Council's services, aims and objectives and is the most effective way of confirming the inherent risks and management of those risks associated with each service, aim or objective. The Plan can also identify the "risk owners" and how risks are to be reviewed and reported.

The management of risk must also be applied to all projects carried out by the Council, to ensure the objectives of the project are met.

Risk Management and Decision Making

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives, once established, and must consider all risks when making policy decisions, and review risks affecting all services on an annual basis.

The Council's Risk Management Policy ensures that it has a well-defined framework to support better decision making at a strategic level, once a business plan is established that incorporates a risk management approach. This will provide better decision making, through good understanding of risks and threats and their likely impact.

The Benefits of Risk Management

Risk management is regarded as an essential element of good governance and as an integral part of internal control. It provides the foundation for effective management throughout the Council and focuses attention on the achievement of corporate objectives together with a consistent and structured approach to risk. Managing risk in this way delivers many other benefits to the Council as set out below:

The process provides a fully documented record of all major risks and opportunities.

The risk of positive initiatives not taking place is reduced and fewer opportunities will be missed. There is also greater innovation in seizing opportunities

Services are able to communicate their prioritised risks with members therefore enabling focus on those risks and properly evaluated risk decisions. There is also an enhanced ability to justify actions taken.

Services are able to anticipate emerging issues in an ongoing and organised manner before they reach unmanageable proportions.

To be effective risk management requires input and ideas from all the staff and members. This creates a culture of risk ownership.

Embedded risk management satisfies Corporate Governance requirements and enhances the Council's Corporate Governance regime.
The Council's reputation is protected and enhanced.

The Council will receive fewer complaints and will have more satisfied customers.

Income can be maximized and expenditure reduced.

Summary of Risk Management Roles

Effective risk management can only be achieved when ownership of risks is allocated to appropriate risk owners within the Council. Without this, responsibility and authority for implementing control actions will not be clear.

The Role of Council Members

To consider and if appropriate approve the Risk Management Strategy and Policy Statement;
To consider the risk motivators and risk priorities;
To consider and if appropriate approve the action in response to risks proposed by officers;
To oversee the management of risk by Council officers.

The Role of the Town Clerk

To promote the Council's Risk Management Strategy, Policy Statement and framework.

To be responsible for managing the Council's key risks including the assessment of risks.

To encourage a culture of shared responsibility and open communication of risks.

The Role of Council Officers

To consider risk as part of every day activities and provide input to the risk management process.

To manage risk effectively in their work in accordance with the Risk Management Strategy, Policy Statement and framework and report any threats or risks identified to the Town Clerk.

The Role of Internal Audit

To assist with the development and review of a Risk Management Strategy, Policy Statement and framework.

To support the Council in developing and implementing risk management.

To provide independent assurance on the way risks are managed.

Conclusion

The Council faces a number of challenges because of the range of services it provides and because of the changes being faced by Local Councils. Risk management is therefore at the centre of the Council's management process. It provides a mechanism to identify, evaluate and control threats and risks to the Council's objectives and is the responsibility of every Council member and officer. Risk management is vital to the Council's efforts to deliver good governance and best value.

Risk Management Policy Statement

Hailsham Town Council provides a range of services to the community and visitors to the area. In order to secure these services, some amount of risk-taking is inevitable. However, the Council recognises that effective risk management will improve strategic, operational and financial management by helping to maximise opportunities, minimise losses and maximise resources for the services it provides.

It is the policy of the Council to adopt a risk process that supports better decision making through understanding of risks, whether a positive opportunity or negative threat and their likely impact.

The policy seeks to confirm the commitment of the Council to a risk managed culture by ensuring that every member and employee has regard for the management of risks in the decision making process and everyday work situations. The Council is committed to the management of risks in order to:

- Achieve its Aims and Objectives;

- Ensure compliance with statutory obligations:

- Safeguard its employees, members, service users and all other persons to whom the Council has a duty of care;

- Protect its assets, including property, equipment, vehicles, other resources and reduce associated losses and claims;

- Maintain effective control of public funds;

- Improve performance and service delivery;

- Minimise waste, fraud and poor value for money;

- Support better project management;

- Promote the reputation of the Council.

This policy statement has the support of the Council, which recognises that achievement of these identified risk management objectives will benefit the whole community.

Hailsham Town Council Risk Management Strategy - Action Plan

Action	Deadline	Actioned By	Progress	Actual Completion	Review and Comments
Hailsham Town Council to review and adopt the updated Risk Management Strategy and Register.	March 2022	Deputy Town Clerk/Town Councillors	Strategy and Risk Register presented to Council in March 2022		For consideration at Council in March 2022
Ongoing Review of all Council services built into budgetting processes	March 2022	Town Clerk/Town Councillors			Review all services/risks annually and report to Meetings as appropriate
Take appropriate action to reduce, transfer, terminate or tolerate risks identified	On-Going	Town Clerk/Officer Team	Action has already taken place where risks have been identified in the past.		
Log all risks and actions taken	On-Going	Town Clerk/Officer Team	log has been set up following all assessment.		
To review the Counci Strategic Plan to ensure incorporating the risks associated with each service.	On-Going	Town Clerk/Town Councillors			

Hailsham Town Council Risk Management – Strategic Risk Assessment Log – March 2022

Specific Risk	Actions Taken	Actions Needed	Actioned by
1. Inability to recruit and retain staff may result in the non-delivery of services.	Maintenance of National Terms and Conditions. Regular review of staffing structure and responsibilities.	Staff Development and Training system operated.	Town Clerk
2. Inability to manage during periods of change and with a lack of experienced, qualified managers.	Strategic Plan produced	Update Strategic Plan to include Staff Development and Training system operated.	Town Clerk Councillors
3. Risk of violence to staff.	Panic alarm in reception. Lone working policy implemented.	Lone Working Policy update and refresh	Deputy Town Clerk
4. Lack of Business Continuity and Disaster Recovery Plans, to cover a large scale internal disaster; that may result in prolonged service downtime and loss of reputation. This may not only involve IT technology type scenarios, but also premises and equipment.	Data storage and backup system upgraded and revised.	Establish a Working Party to set up a Disaster Recovery Plan, including off-site data backup.	Town Clerk
5. Contractors responsible for providing major Council services may fail to deliver required standards as determined by the contract conditions.	Only well established contractors used ('Approved Suppliers List', and references and risk assessments checked.	Continue to monitor contractors	Town Clerk
6. Failure to maintain the required standards for the Council's re-accreditation of Quality Status in the future.	Town Clerk needs to be CiLCA qualified.	Review all the criteria and make necessary changes etc to meet the on-going challenges. (Pending	Town Clerk councillors

		publishing of new criteria)	
7. Failure to maintain the required standards for the proper governance of the Council.	Regular meetings between Chairman of Council and Clerk/Deputy Town Clerk of Council. Ensure council receives regular up to date information from NALC etc regarding governance, roles etc	Ensure adequate leadership, training and staff management. Implement training and develop of staff through staff appraisal system.	Town Clerk Council Chairman
8. Failure to comply with relevant legislation.	New policies produced and implemented. Risk Assessments carried out regularly.	Training required. The Town Clerk to implement review processes	Town Clerk
9. Inability to meet increasing demands/expectations within resources available.	Budget review annually to make the best use of resources. The core activities of the council are identified and given precedence in allocation of the council's human resources and annual strategic plan. Council Project Management Log implemented	Council Strategic plan in place and 5 year budget plan included. Adequate financial reserves held to meet unforeseen expenditure (6% of overall budget as required). Commuted sums retained on deposit to provide further financial reserves in the case of emergency.	Town Clerk councillors
10. Inability to maintain existing services, as a result of budget cuts and/or introduction of new services .	Budget review annually to allocate sufficient resources. The core activities of the council are identified and given precedence in allocation of the council's financial resources.	As part of the appraisal of any potential new services the impact on existing services should be fully understood before any decisions are made.	Town Clerk councillors

	Regular reports are submitted to Council/relevant committee comparing actual expenditure to date to budget. Budgets are set with due regard to previous expenditure levels, inflationary pressures and foreseeable variations in service levels, costs and other factors.		
11. That the council's finances are run effectively and efficiently	In addition to internal management checks and controls, the council's internal auditor carries out annual financial and systems audit through the agreed internal audit programme. External audit is carried out by Council's Auditors	Ensure Internal Auditor appointed and internal audit programme agreed. Ensure relevant documents and returns made to external auditor in accordance with their requirements.	Town Clerk
12. Protection of council against theft by officers or former officers of the council	Council has fidelity insurance		
13. Loss of computerized financial records and other records	The council has an approved back-up system for its computerised records.		Town Clerk
14. Council's business is protected against loss, damage and claims made upon it	Council has a combined insurance policy for buildings, property, employers and public liability	Continuous review of insurance cover, terms and valuations of insured buildings.	Town Clerk
15. Failure to comply with Health and Safety legislation	Council has a comprehensive Health and Safety Risk Assessment Process for its activities and	Continuous review and updating of Risk assessments	Deputy Town Clerk

	processes		
16. Central Administration: Council has in place sufficient qualified or experienced staff to operate and manage its activities and structures are in place to protect operations against loss of a key member of staff	Town Clerk is supported by Deputy Town Clerk to deputise in their absence. Key administrative staff have assigned duties but are multi-skilled and there is shared knowledge of roles to ensure continuation of operation in the event of a member of staff being unavailable to carry out their duties. Written procedure notes produced for key duties. Staff Structures are incorporated into the remit of a council committee to ensure effective review and approval of recruitment as required. Budget Allocation is made to staff (and member) training each year to ensure training needs can be met.		Town Clerk
17. Grounds Maintenance/Grass Cutting – contractor goes into liquidation or tender	Renewal of contracts to be undertaken in sufficient time for budgets to be		Town Clerk Deputy Town Clerk

price on contracts rises significantly	amended if necessary – this process to be built into ongoing budgeting processes.		
18. Land – loss of land or public open space through encroachment, adverse possession etc	Boundaries of area are known and recorded/mapped. Ongoing programme of inspection of council owned POS	Mapping programme ongoing.	Town Clerk
19. Litigation against council	Council has Public Liability and Employer's Liability Insurance. Council has ongoing relationship with local law Firm that has knowledge of the council's services and processes.		Town Clerk
20.Pandemic	Scheme of delegation established	Review the need for a specific reserve fund to manage through a national crisis such as a pandemic	Town Clerk

Report to: **Hailsham Town Council**

Date: **24th March 2022**

By: **John Harrison, Town Clerk**

Title of Report: **Annual Town Meeting**

PURPOSE:

To discuss the arrangements for and agree the format for the Annual Town Meeting

Venue – Civic Community Hall, Hailsham
Wednesday 27th April from 6.30pm

Agenda/Order of events

The meeting is open to the public at 6.30pm.

For the first hour there will be an opportunity to talk to and gain information from some of the organisations that are providing vital services to the town.

Formal business of the meeting will begin at 7.30pm.

The order of business will be:-

1. **Chairman's Introduction** from Cllr Paul Holbrook, Mayor and Chairman of Hailsham Town Council

2. **Apologies for Absence** from Members of Hailsham Town Council

3. **Confirmation of Minutes** of the Hailsham Annual Town Meeting held on 10th April 2019, as printed and circulated, be taken as read, approved as representing a correct record of the proceedings, adopted by the Assembly, and signed by the Chairman.

4. **Matters Arising**

5. **Hailsham Town Council: Annual Report**
    Copies of the report will be available at the meeting

6. **Electors' Questions**
    Questions on any other matter of local interest (at the Chairman's discretion)

Documents to be available to the public (hard copy)

- Agenda
- Minutes from 10th April 2019
- Annual Report (includes reports from Chairman, Chairs of each committee and Town Clerk)
- List of Community Grants Awarded (FBRC Meeting 20th April 2022)
- Information sheet detailing 'Who Does What' at County, District and Town Council level.

Officers Attending

Mickey Caira
Nikita Clarke-Cox
Karen Giddings
Terry Hall
Sherridan Harper
John Harrison
Christian Letschka
David Saxby
Michelle Webber

Layout – as set out below

Chairs of Committees, Chair and Deputy Chair of Council, Town Clerk and Deputy Town Clerk/Business Enterprise Manager to be seated at top table.

Annual Town Meeting 2022 – Stakeholder Stalls and Attendance

	Invited	Confirmed	Who	Notes
ESCC Highways	Y	Y	**Declined to attend**	
WDC	Y	Y	Chris Bending (Having liaised with colleagues, we will be happy to attend and host a 'stall'. We haven't finalised who will attend just yet, but they will be able to stay until at least the start of the formal business).	
Twinning	Y	Y	Pauline Townsend	
Police	Y	Y -	PCSOs Tom Lewis and Charley Reed	
South East Water	Y	Y	Customer Care Field Team Manager (Will be able to provide a stall where we present the benefits of their Priority Service Register and different tariffs which is designed to support vulnerable customers)	
HTC Youth Services	Y	Y	Andy Joyes/Simeon Brown	
ESWRAS (Trevor Weeks)	Y	?		
NHS CCG	Y	Y	"Will not be taking offer of a stand but some members of the primary care team will try to attend to support colleagues from WDC in case there are any health-related questions"	

Report to: **Hailsham Town Council**

Date: **24ᵗʰ March 2022**

By: **John Harrison, Town Clerk**

Title of Report: **Car Park Passes**

PURPOSE

 To receive an update on the situation regarding car park passes for the HTC offices.

Update received from Deputy Town Clerk/Business Enterprise Manager

The situation is that car park passes have not been issued to councillors unless they have a genuine need for one. This has been the case for many years as cards became difficult to source and expansive to buy and have programmed to work with our old system. In the past councillors who were issued with cards did not have a need to use them and over a period of time lost them and they were not returned at the end of their time as a councillor.

The cost of providing cards to all councillors is around £500

Most of the cost is for programming the new cards into the system. The system is old and with a limited number of cards that can be programmed in it takes time to work out the numbers that can be used. It is not possible to get a price for the cards because of this. I have factored in the fact that there are no spares for staff, most current councillors do not have a card and there are elections next year and more cards will be required. It may be that the figure quoted may be excessive, but I do not want to order them and find there is not enough budget to pay for them.

The only policy in place is that anyone who has a card must pay the cost of replacing it if the either lose it, break it, or do not return it when leaving the Council. It does not state that councillors are entitled or not entitled to a card.

The council is therefore asked to consider

Which members of council can reasonably be said to require a card (suggest Chair and Deputy Chair of council and committees) and thus determining the 'policy' on this.

Pending a decision on that policy, whether any members have 'spare' cards that they do not require.

Agreeing to fund the purchase of a new stock of car park pass cards