

HAILSHAM TOWN COUNCIL

AGENDA

NOTICE IS HEREBY GIVEN OF a Meeting of HAILSHAM TOWN COUNCIL to be held at the James West Community Centre, Brunel Drive, Hailsham, BN27 3FY

Wednesday, 5th October 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 Annual Meeting of Hailsham Town Council held on 13th July 2022 may be confirmed as a correct record and signed by the Chairman
5. **CHAIRMAN'S UPDATE**
To receive a verbal update from the Chairman of Hailsham Town Council
6. **EAST SUSSEX COUNTY COUNCIL UPDATE**
To receive an update from East Sussex County Councillors for Hailsham
7. **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
8. **REVIEW OF STANDING ORDERS**
To review the Town Council's Standing Orders
9. **BUDGET APPROACH 2023/2024**
To consider the council's approach to setting the budget for 2023/2024
10. **STREET LIGHTS**
To consider the current situation with regard to the Town Council's portfolio of street lights
11. **WARM BANK**
To consider a request from WDC regarding a Warm Bank
12. **HAILSHAM AND DISTRICT BID**
To consider a request for funding from the Hailsham and District BID

13. HAILSHAM WAR MEMORIAL

To consider a request by the Hailsham & District Branch, Royal British Legion

14. CONFIDENTIAL BUSINESS

To resolve that the press and public are excluded during the discussion on the next item of the agenda (14) as it concerns the beginning of legal proceedings (In accordance with the Council's Standing Orders No. 1E).

15. LAND EXCHANGE

To consider a land exchange document received from Wealden District Council

A handwritten signature in black ink, appearing to read 'John Harrison', with a stylized flourish at the end.

JOHN HARRISON
Town Clerk

Report to: Hailsham Town Council

Date: 5th October 2022

By: John Harrison, Town Clerk

Title of Report: Review of Standing Orders

Purpose:

To review the Town Council's Standing Orders

Suggested Amendments

Any written amends/additions are highlighted in red. The following have been removed or made **bold** as per the model standards.

Page 14/15 – SO 13 (a-d) Management Information – This is now in bold.

Page 20 – SO 20 (c) Financial Controls and Procurement – Removed

Page 20 – SO 20 (d) Financial Controls and Procurement – amended in red

Page 21 – SO 20 (g) – Financial Controls and Procurement – amended in red

Page 21 – SO 20 (h) – Financial Controls and Procurement – Removed

Page 21 – SO 21 (a & b) – Responsibilities to provide information – This is now in bold.

Page 22 – SO 22 (g – j) – Responsibilities Under Data Protection Legislation – Removed

Council is reminded of SO 23c

A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements (which are in bold), shall be proposed by a special motion, and when proposed and seconded, shall stand adjourned without discussion to the next ordinary meeting of the council.

Therefore, assuming council agrees to the suggested amendments, these will have to be proposed by motion which will then stand adjourned to the next meeting.

Hailsham Town Council

Standing Orders



This version – last amended and reviewed:
October 2021

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Hailsham Town Council Standing Orders

1. Meetings |Generally

- F** Full Council meetings
- C** Committee meetings
- S** Sub-committee meetings

- FCS** a. Meetings of the Council shall be held at the Hailsham Town Council Offices, Market Square, Hailsham at 19:00 (7.00 p.m.) hours unless the Council otherwise decides at a previous meeting.

It should be noted that public statements should be concise and limited to three minutes per person.

The Meetings of Committees and Sub-Committees shall be held at the Town Council Chambers or at some other place or time as shall be decided.

- F** b. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

- F** c. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

- C** d. The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting

- FC** e. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

f. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

g. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting.

h.,A member of the public shall not speak for more than three minutes.

i. A question from a member of the public shall not require a response at the

meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

j. A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

k. A person who speaks at a meeting shall direct their comments to the chairman of the meeting.

l. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

FC m. A person may not orally report or comment about a meeting as it takes place if they are present at the meeting of a parish council or its committees but otherwise may:

- (i) film, photograph or make an audio recording of a meeting;**
- (ii) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place later;**
- (iii) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting**

FC n. The press or any other person shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

F o. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council (if any).

F p. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

FCS q. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.

FCS r. The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See standing orders below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.

- FCS** **s. Voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question or abstained from voting.** Such a request shall be made before moving on to the next item of business on the agenda.

If at least two members so request, voting on a question may be done by signed ballot.

- t. The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.

u. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

- F** **v. No business may be transacted at a meeting of the council unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

See standing orders below for the quorum of a committee or sub-committee meeting.

- FCS** **w. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

x. A meeting shall not exceed a period of three hours.

y. If three council committee members present at a meeting of a Committee or

CS

Sub-Committee request it not to exercise its executive powers, or any delegated authority it has as defined in its terms of reference, in respect of a matter under consideration, then it shall not do so and shall make a recommendation to Council instead. This will then be debated fully at the next meeting of full council and no decision shall be made except by resolution of full council.

2. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least three clear working days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion (and other items) on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

3. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

4. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

5. Committees and sub-committees

- a The Chairman and/or Vice-Chairman of the Council shall be voting members of every committee
- b **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- c **The members of a committee may include non-councillors unless it is a**

committee which regulates and controls the finances of the council.

- d **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- e The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall then permit a committee to alter the number and time of its meetings;
 - iv. shall appoint and determine the terms of office of members of such a committee;
 - v. Shall appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Town Clerk or the Deputy Town Clerk by mid-day on the day of the meeting that they are unable to attend
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee.

6. Ordinary Council Meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f The Chairman of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g The Vice-Chairman of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Chairman of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (of the Council at the annual meeting of the council, the business of the annual meeting shall include:**
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council**

resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of their acceptance of office form unless the council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees
- ix. Review of representation on or work with external bodies and arrangements for reporting back;
- x. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;;
- xi. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

7. Extraordinary meetings of the council and committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee [or the sub-committee], any two members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exerciseable by the chairman of the meeting.

9. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- h If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- i Only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- j One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- k A councillor may not move more than one amendment to an original or substantive motion.

- l The mover of an amendment has no right of reply at the end of debate on it.
- m Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- n Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- o During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- p A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- q When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- r Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- s Excluding motions moved, the contributions or speeches by a councillor shall relate only to the motion under discussion

10. Closure

- a. At the end of any speech a member may, without comment, move “that the question be now put”, that “the debate be adjourned” or “that the debate be now adjourned” or “that the Council do not adjourn”. If such a motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), they shall forthwith put the motion. If the motion “that the question be now put” is carried, they shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

(Note: Where a meeting is adjourned, the subsequent proceedings are part of the original meeting and no new notices or agendas need be issued, except a notification of the date of continuation of the meeting, to members not present.)

11. Rescission Of Previous Resolution

- a. A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution carried by a majority of two-thirds of those present and voting.

12. Disorderly conduct at meetings

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under the standing order 12b above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

13. Management of Information

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements**

shall include deciding who has access to personal data and encryption of the personal data.

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential or personal data without legal justification.**

14. Draft Minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with these standing orders
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The chairman of this meeting does not believe that the minutes of the meeting of the (*committee name*) held on [*date*] were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

15. Code of conduct and dispensations

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Dispensations requests shall be considered [by the Proper Officer] before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- h **A dispensation may be granted if having regard to all relevant circumstances the following applies:**
 - ii. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - iii. **granting the dispensation is in the interests of persons living in the**

- council's area or**
- iv. it is otherwise appropriate to grant a dispensation.**

16. Code of Conduct Complaints

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall report this to the council.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take.
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

17. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **Ensure that at least three clear days before a meeting of the council, a committee and a sub-committee a summons is served on councillors, by email, or is posted to them, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer].**
 - ii. **Ensure that the public are given notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**

- iii. include on the agenda all motions in the order received unless a councillor has given written notice at least three days before the meeting confirming his withdrawal of it;
- iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office;**
- v. **facilitate inspection of the minute book by local government electors;**
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. **liaise, as appropriate, with the Council's Data Protection Officer (if there is one);**
- xi. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xii. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xiii. arrange for legal deeds to be executed;
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xv. manage the recording of every planning application notified to the council and the council's response to the local planning authority;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

18. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

19. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England)]
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council’s receipts and payments for each quarter;
 - ii. the council’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

20. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up or approved by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 19(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

Further details regarding this process can be found in the Council's Financial Regulations.

- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting

of the council or a committee or sub-committee with delegated responsibility or relevant terms of reference.

- e Neither the council, nor a committee or a sub-committee with delegated responsibility or relevant terms of reference for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Governance Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015, or the Utilities Contract Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

21. Responsibilities to provide information

- a In accordance with the freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

22. Responsibilities Under Data Protection Legislation

- a The Council shall appoint a Data Protection Officer
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The council shall maintain a written record of its processing activities.**

23. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. Execution and sealing of legal deeds

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 24(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

25. Communicating with District and County councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of Wealden District and East Sussex County Councils
- b Unless the council determines otherwise, a copy of each letter sent to Wealden District or East Sussex County Council shall be sent to the ward

councillor(s) representing the area of the council.

26. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions to all and any council officer .

27. Standing Orders Generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements (which are in bold), may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b Any motion to suspend Standing Order No 11 ('Recission of a previous resolution') will require a special resolution carried by a majority of two-thirds of those present and voting.
- c A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements (which are in bold), shall be proposed by a special motion, and when proposed and seconded, shall stand adjourned without discussion to the next ordinary meeting of the council.
- d The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- e The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

28. Canvassing Of and Recommendations by Members

- a **Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council, shall disqualify the candidate for such appointment. The Town Clerk shall make known the purport of the sub-paragraph of this Standing Order to every candidate.**
- b **A member of the Council or of any committee, shall not solicit for any person, any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character, for submission to the Council with an application for appointment.**

- c. **Standing Order No. 28a and b (above) shall apply to tenders and contracts as if the person making the tender were a candidate for an appointment.**

29. Interests

If a candidate for any appointment under the Council is to their knowledge, related to any member of, or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Town Clerk. A candidate who so fails to do, *shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Town Clerk shall report to the Council, or to the appropriate committee, any such disclosure. Where relationship to a member is disclosed, this Standing Order shall apply.*

30. Planning Applications

- a. The Council shall appoint, at the Annual Meeting, a Planning and Development Committee (or such committee with relevant terms of reference), to meet at three-weekly intervals, for inspection of local planning applications submitted to the Council by the Local Planning Authorities for consultation and submission of observations; and to consider and comment on all planning and development matters affecting the Town and Parish of Hailsham.
- b. The Town Clerk shall, as received, ensure the recording of the particulars of every planning application notified to the Council, and the submission of details to the next meeting of the appointed Planning and Development Committee (or such committee with relevant terms of reference).
- c. Copies of the Reports of the meetings of the Planning and Development Committee (or such committee with relevant terms of reference), showing observations and comments sent to the Appropriate Planning Authority, shall be available for inspection by Council members within 3 (three) working days of such meeting.

Report to: Hailsham Town Council

Date: 5th October 2022

By: Michelle Webber – RFO

Title of report: Budget Approach 2023/2024

PURPOSE:

To consider the council's approach to setting the budget for 2023/2024.

BACKGROUND:

Using the 2022-2023 budget as the baseline for setting the 2023-2024 budget, I have reviewed the ongoing expenditure costs to the council and have made the following adjustments:

- . 3% increase across most of the budget areas as per the five-year budget in the business plan.
- . New Lease agreement due for Cortlandt Stable block – INFO PENDING
- . increase in utilities across most sites for Electric/Gas and Water due to increase prices, these are based on 2022-2023 actuals.
- . Western Road Recreation pathway needs repair quotation attached for these works. PENDING
- . Burial Fee increases of 5% for 2023-2024 included in the budget.
- . All SCP and JNC increase have been applied and potential increase/decrease of national insurance costings applied.
- . Member Allowances for 2023-2024 – INFO PENDING DUE DECEMBER 2022

Other factors to be considered and discussed by the FBRC on 3rd August 2022 are as follows:

- . Common Pond Island tree works – this will be a considerable amount of work required and as such as the quotation is attached for discussion. £5,000
- . New Teen shelters at Western Road Recreation ground and Maurice Thornton recreation ground require a maintenance budget, provisionally £1,000 per shelter for 2023-2024 to be review.
- . James West Hall will need an increase in budget due to higher utilities for air conditioning unit, water, maintenance of the building, cleaning. £28,000
- . Street lighting annual repairs - £12,384.00 based on a 5-year average as per FBRC recommendation.
- . Post Office is an area for discussion as at present there is £60,000 in the budget to help support the post office, but there is a Post office Sub-committee reviewing the situation of the post office.

Taking all the above adjustments into account as at 5th October 2022 there is a shortfall at present of £100,475, in the overall budget, however this will change depending on the outcome of discussions in relation to items listed above and the decisions of the committees.

With the current shortfall the Band D precept increase required would be 8% with a drawn from reserves of £247.10. 8% would be an additional £13.05 per year.

At Asset Management Committee Meeting 28th September 2022, the budget was discussed, and a list of possible savings identified as follows.

Bus Concessions	£8,000
Island Maintenance Common Pond	£5,000
Maintenance Plan	£29,675 (half of the original budget, so in theory extending the maintenance plan by 1 year)
Changing Places	£13,000
Urban Grass Cutting	£9,500
<u>Total Savings</u>	<u>£65,175</u>

Leaving a shortfall remaining of £35,300

This shortfall would require a 2.9% increase in Band D precept, this equates to an additional £4.73 per year.

The other factor to come into account is the movement in band D tax base which in 2022-2023 is 7675.4. We will not be advised of the tax base until December 2022 but in light of the low amount of CIL received to date, I am not expecting a high tax base movement. At present the required increase in homes would be 615.5.

Communities Committee met on Monday 3rd October 2022, further addendum to this report covering the Communitie's budget will be sent out Tuesday AM.

The committee discussed using CIL for maintenance costs in the interim, however by doing this it would reduce the CIL funds available to undertake future projects.

It was discussed that any future CIL projects proceeded over the next 2 years should be projects without any oncosts to the Council so as not to increase the revenue budget and in turn precept.

Please be advised that the current situation is variable, as per a discussion at a Finance Summit recently there are the following factors to bear in mind.

. Reduction in tax base due to the cost-of-living crisis and an increase of universal credit/housing

benefit claims, which results in the household being removed from the tax base numeration.

. Government cap on Town/Parish council precept increases, at present there is not one, but there maybe a feel to induce one due to cost-of-living crisis.

. Increase costs due to the council on utilities etc.

If a cap is to be introduce, we won't be advised until January 2023, as consultation takes place in December 2022.

Please be advised that this is a fluid situation and will change before the final budget papers go before Full Council in January 2023.

CONSIDERATION:

To consider the information provided by the RFO, and to identify what line the Council would like to take in relation to potential increase of the precept.

SUMMARY OF COMMITTEE'S ESTIMATES - 2023/2024

		% of budget
Corporate Resources & Services	1032252	
Environment and Leisure	214120	
Corporate Assets & Cemetery	106959	
Total Budget	1,353,331	
Drawn from surplus	-	-
TOTAL PRECEPT	1353331	
Breakdown		
Precept (tax base x £163.23 band D)* 7675.4	1252856	92.58
		0.00
Total combined precept/grant	1252856	
Drawn from surplus/Reserves	100475	

7675.4

163.23

Tax base for 2010.11 =	7087.1
Tax base for 2011.2012 =	7138.3
Tax base for 2012.2013	7333.7
Tax base for 2013.2014	6297.9
Tax base for 2014/2015	6497.2
Tax base for 2015/16	6829
Tax base for 2016/17	7171.8
Tax base for 2017/18	7195.8
Tax base for 2018/19	7309.3

	2022/2023	2023/24	Variation	
	Estimates	Estimates		
101 Allotments	52	-237	-289	ALL FIGURES REQUIRE UPDATING
102 Recreation Areas	8330	15389	7059	
103 Play Areas	4800	4915	115	
104 Public Open Spaces	60986	67105	6119	3%/Common Pond Island work
105 Horticultural	47889	52589	4700	
106 Projects	0	0	0	Maintenance Plan/Teen shelter repair RPI uplift 12.3% as at Aug22
107 Environment Services	14500	14500	0	
308A Tourism & Leisure	20366	23053	2687	Additional costs for cherry picker/licenses/coronation Repairs Contingency
209a Christmas Festoons	10000	11825	1825	
310 Joint Funded Projects	24464	24981	517	
Total E&L	191387	214120	22733	Decrease
201 Office Complex	3535	3642	107	James West increase costs/Utilities costs increase
202 Recreation Buildings	46667	64059	17392	
203 Cemetery Buildings	619	638	19	
204 Projects	0	0	0	3% increase in burial income RPI uplift 12.3% Removed Sox replacement costs
205 Cemetery Services	9668	11683	2015	
206 Cemetery Roads & Paths	0	0	0	
207 Funerals & Graves	-35656	-36726	-1070	Increase on current year (2021/2022)
208 Cemetery Horticultural	16405	18844	2439	
209 Street Lighting	50557	43265	-7292	
210 Street Furniture	1509	1554	45	Staff SCP movement/NI and Pension +3% increase NHP additional fund/3%& air con units for FDL/Utilities increase
Total CAC	93304	106959	13655	
301 Staffing	783785	833093	49308	
302 Administration	80365	92830	12465	Increase on current year (2021/2022)
303 Chairmans Allowance	1500	1500	0	
304 Tools & Work Wear	2083	2145	62	
305 Vehicles	20000	20210	210	Increase on current year (2021/2022)
306 Twinning	400	400	0	
307 Miscellaneous Provisions	11000	11000	0	
308 Section 137	400	400	0	Increase on current year (2021/2022)
309 Projects	28000	28000	0	
311 Funded Services	100917	101156	239	
312 Interest	-600	-382	218	Increase on current year (2021/2022)
313 Rents	-58100	-58100	0	
Total CRS	969750	1032252	62502	
Total all Committees	1254441	1353331	98890	

						2023 - 2024 Estimates		Nett		2022/23		Actual	
				Expenditure		Income				Estimate		2021/22	
				A		B		C		D		E	
		(approved by committee)											
101	4115	101 ALLOTMENTS		150				150		618		26	
102	4115	Common Pond site - water supply		760				760		636		913	
101/102	4201	Battle Road site - water supply x2		1695				1695		1646		1699	
101/102	1080	General Maintenance/Waste Collection (include new site)						-3034		-3034		-2844	
		Allotment Rent (51 plots @ £39.60 & 36 plots @ £23.10 4@£34.65 4@£11.15)		192		3034		192		186		172	
		Software licence						0		0		4435	
		Key deposit (Deposits held from previos years)		2797		3034		-237		52		4391	
102	4115	102 WESTERN ROAD RECREATION GROUND								700		2009	
105	4201	Water & sewerage		1647				1647		1012		-116	
105	1040	General maintenance (include Outdoor Gym)		1102				-100		-1000		-30	
105	1040	Rent from Beaconsfield/Tennis Club/Pitch hire		2000		100		2000		2000		1200	
		Drainage											
		WESTERN ROAD PATHWAY REPAIR		4749		100		4649		2712		3063	
106	4100	MAURICE THORNTON PLAYING FIELD		1000				1000		1000		1000	
106	4248	Annual rent		515				515		500		240	
106	4115	Pitch marking paint/Contractor payment		76				76		74		0	
106	4201	General maintenance		836				836		753		560	
		Slate Park Maintenance		515				515		515		0	
		Drainage		2000				2000		2000		0	
		COMMON POND		4942		0		4942		4842		1800	
107	4201	General maintenance		5743				5743		721		1080	
		ERSHAM ROAD COMMON		5743		0		5743		721		1080	
108	4201	General Maintenance incl. fence repairs		55				55		55		0	
				55		0		55		55		0	
		Total Recreation Areas (code 102)		15489		100		15389		8330		5943	
115	4230	103 PLAY AREAS											
115	4239	All Sites - Insurance (engineers inspection)		1494				1494		1450		1450	
115	4201	All sites - Safety gates		1000				1000		1000		0	
		All Sites - general maintenance		2421				2421		2350		1210	
		Total Play Areas (code 103)		4915		0		4915		4800		2660	
109	4201	104 PUBLIC OPEN SPACES		522				522		507		0	
109	1065	Country Park - General maintenance						-850		-850		-1047	
110	4201	Fishing Permits		787		860		787		787		0	
111	4201	Orchard Park - General Repairs		347				347		337		520	
109	4275	POS - General Maintenance		579				579		562		485	
		Vermin control		4370				4370		4243		3527	
		Plant & Skip Hire		69350				69350		50400		32111	
		MAINTENANCE PLAN		69350				59350		50400		32111	
		COVID -19						0		5000		115	
		Teen Shelters x 2 (MT & West Rd Roo)		2000		850		2000		60986		0	
				67955				67105		60986		-42	
140	4240	105 HORTICULTURAL & GROUND MAINTENANCE		29786				29786		25750		21470	
		Grass & Hedge Cutting						0		0		0	
140	4250	Payment from Redrow (POS upgrade)		22803				22803		22139		41266	
		Tree Surgery - all sites				0		52589		47889		62725	
150	4945	106 PROJECT FUNDS (Add to existing funds)											
150	4941	No 04 - Play Equipment (unallocated balance £.....)		0				0		0		0	
		No 05 - Play Area Surface Fund (fund balance £.....)		0				0		0		0	
				0		0		0		0		0	
160	4271	107 ENVIRONMENT SERVICES		5000				5000		5000		22390	
160	4141	Dog Hygiene Bin Emptying (waste disposal/new bins etc)		9500				9500		9500		9262	
		Urban Grass Cutting											

Decreased based on actuals for 2022-2023

Increase based on actuals for 2022-2023

3% Increase

3% Increase

Increased based on actuals for 2022-2023

REDUCTION AS NO STOOLBALL HIRE ETC

AWAITING INFO FROM RG 3.8.2022

No increase as carry over from 2022-2023

£5,000 allocated for the Common pond island work

3% Increase and £1,00 For James West POS/Play area

3% Increase

As per maintenance schedule

REMOVED AS £8K brought forward

NEW MAINTENANCE EXPENSE

RPI uplift 12.3%

Letter September 2022 from ESCC - Cost £9450 000777

		2023 - 2024 Estimates				2022/23	Actual
		Expenditure	Income	Nett		Estimate	2021/22
(approved by committee)		A	B	C		D	E
		14500	0	14500		14500	31652
111 TOURISM & LEISURE							
333	4812	0		0		0	0
333	4821	21255		21255		18595	18012
333	4820	219		219		219	0
		579		579		562	415
		1000		1000		1000	300
		23053	0	23053		20386	18727
FESTIVE LIGHTING							
235	292/1150	11825	0	11825		10000	12470
		11825		11825		10000	12470
113 FUNDED PROJECTS							
351	4901	309		309		309	0
351	4902	515		515		500	434
332	4810	5801		5801		5801	5801
		6825	0	6625		6610	6235
114 Cortlandt Stable Block							
		17296		17296		16794	12450
		1060		1060		1060	72
		18356		18356		17854	0
		218104	3684			191387	107329
	Total expenditure						
	Total income						
	Nett total			214120			
						11.9	
NEW AMENDED							

			Expenditure	2023 - 2024 Estimates			2022/23 Estimate	Actual 2021/22
				Income	Nett Total			
			A	B	C	D	E	
		(approved by committee)						
		201 TOWN COUNCIL SITE						
201	4170	Internal Repairs/General Maintenance	232		232	225	215	3% Increase
		Electronic Gates to car park/service/upgrade/repair	546		546	530	862	3% Increase
		Maintenance for 4. Market Square	1688		1688	1639	1064	
201	4178	Gas Boiler - Annual Service	212		212	212	209	
201	4175	Intruder alarm & smoke alarm service	295		295	280	315	
201	4171	External Repair/General maintenance	669		669	649	1666	3% Increase
		Total Town Council Site	3642	0	3642	3535	4331	
		202 RECREATION BUILDINGS (incl UNION HALL)						
		Maurice Thornton Pavilion						
206	4120	Overheads (water,electric,cleaing etc)	2123		2123	1311	1259	Increased based on actuals for 2022-2023
206	4201	General Repairs	530		530	515	5395	
		Storage Sheds (General)						
210	4201	General Maintenance	274		274	266	235	
		MT hut and Grovelands barn energy	530		530	515	360	
		Grovelands Barn rates	3152		3152	3050	2695	
		Union Corner Hall						
207	4201	Maintenance Grant	1000		1000	1000	0	No Increase
		Public Toilets - Stable Block			0			
		Cleaning/maintenance	15450		15450	15000	12461	
		Changing Pod						
		Cleaning/maintenance	13000		13000	13000	0	
		Welbury Farm - Jim West Community Hall						
208	4201	Maintenance/Running costs	28000		28000	12000	20101	Increased based on actual 2022-2023 costs
		Total Pavilions & Storage sheds	64059	0	64059	46667	42496	
		203 CEMETERY BUILDING MAINTENANCE						
215	4201	General Maintenance of buildings	174		174	169	137	
215	4172	Cemetery Lodge Repairs	464		464	450	441	
			638	0	638	619	578	
		204 PROJECT FUNDS						
		No18 - New Burial Ground (balance £17500)	0		0	0	0	
230	4950		0	0	0	0	0	
		205 CEMETERY SERVICES & OVERHEADS						
216	4120	Rates	4126		4326	4200	4079	Increased due to rate increase over budget in 2021-2022
216	4120	Water & sewerage	350		350	446	264	
216	4120	Electricity	1918		1918	520	1403	Increased based on actuals for 2022-2023
216	4120	Gas	1512		1512	1030	896	Increased based on actuals for 2022-2023
216	4440	Telephone	637		637	618	566	3% Increase
216	4201	Fire Extinguisher & boiler service	128		128	124	147	
216	4275	Pest Control	318		318	309	0	

		2023 - 2024 Estimates					2022/23	
		Expenditure	Income			Nett Total	Estimate	Actual
			A	B		C	D	E
(approved by committee)								
216	4201	General repairs & cleaning materials&Waste Collection	2145			2145	2082	2086
216	4190	Burial Record Computer system (annual licence)	349			349	339	290
		Path Repairs	0			0	0	0
			11683			11683	9668	9731
		207 FUNERAL & GRAVES						
219	4280	Grave digging	15757			15757	15298	10700
219	4201	General Maintenance - chapel flowers & mem trees	562			562	546	1163
219	1100	Burial & Monument fees	0	53045		-53045	-51500	-50444
			16319	53045		-36726	-36656	-39581
		208 HORTICULTURAL (Incl FLORAL DISPLAYS)						
218	4240	Grass & Hedge Cutting	17783			17783	15375	15375
218	4242	Ditch Clearance	1061			1061	1030	831
						0	0	0
			18844			18844	16405	16206
		209 STREET LIGHTING						
		New Lighting				0	17297	16500
235	4201	General Maintenance	16391			16391	15914	13084
235	4291	Energy (145516 kwh per year)	14490			14490	14068	9751
		Annual Repairs	12384			12384	3276	15623
			43265			43265	50557	54958
		210 STREET FURNITURE						
240	4277	Bus shelter Repairs	281			281	273	190
240	4277	Black Sacks	200			200	206	0
		Defibrillators	1073			1073	1030	500
			1554			1554	1509	690
		Total Expenditure	160004				93304	90409
		Total Income		53045				
		Nett Total				106959		
							14.63	
		NEW						
		AMENDED						

3% Increase

Uplifted 3% as there is an 5% increase built into the fees but didn't feel the full 5% uplift prudent.

Uplift by RPI as at August 12.3%

NEW SOX LAMPS 4 year plan - 2 years left to be invoiced????

3% Increase

INC-LEASED based on 5 year average (£51,918.00 2017-2022 / 5 = £12,384.00 per year

[illegible]

Report to: Hailsham Town Council

Date: 5th October 2022

By: John Harrison, Town Clerk

Title of Report: Street Lights

PURPOSE:

To consider the current situation regarding the Town Council's Portfolio of street lights

BACKGROUND:

At present we have a back-log of 36 lamps columns in need of some form of repair replacement. The reason for this back-log is that ES Highways had to re-assess the lighting design for every street which caused significant delays.

Overall, for the total list (which does not include costs for ALL the columns listed as requiring work) – the total cost is £47,095.61 (list attached as previously discussed) The cost for the four priority lanterns (shaded in Green) is £10,024.37. HTC has already given the go-ahead for these to be repaired.

HTC has budget of £16,210.00 in total, but we are still waiting to be invoiced for old work for £1500.00 so available budget is £16,210.00 - £1,500.00 = **£14,710.00.**

Therefore completion of this entire costed programme will require an additional **£32,385.61.**

However, 22 of the lamps in the current back-log list are in fact SOX lamps – highlighted in yellow in the spreadsheet (although for some of them, the work required is more than simply SOX lamp replacement) – this also includes the four lamps at the end of the spreadsheet which have not been costed.

There is currently £31,938.00 left in HTC's allocation for SOX lamps replacements (amounts of £17,297.00 and £14,641.00).

The previous SOX lamp programme was based on a set cost of £250 per lamp. However, ESH will no longer be able to deliver at that price and will need to cost each lamp individually and come back to us with a cost for that. There are 91 lamps left to do in HTC's SOX Lamps programme.

Therefore council is asked to vire the allocation exclusively for SOX Lamps replacement (£31,938.00) to cover the current backlog (plus an additional allocation from capital receipts),

We will then ask ES Highways to programme in all of the lamps in the list. In the meantime ESH will order the SOX lamps for the 22 on the list as the funding for that is already in place. Then when they have the costs for the rest of the SOX lamps programme we can budget for that into the next and/or subsequent financial years.

Complicating the issue is that ES Highway's contract ends at the end of this financial year. The new contractor is likely to put new or at least slightly amended processes for commissioning repairs etc in place and there will be a 'ramp-down' towards the end of the contract.

SA No.	Asset Location	Work Required (inc gang or operatives initials)	Date entered on spread sheet	Costs
72203	Col M Station Road	Perspex broken. No srl spares in stores. May require new lantern. Pass to Eric as parish	25/02/2021	1163.19 TBA
73781/99549	Col C Meadow Road	Unserviceable lantern due to no spares available for this type. New raise and lower column required as unable to fit new lantern whilst standing on top of ladder. New lantern and R/L column required. Pass to Eric ware	11/03/2021	1273.87 for b+c
83802	Col B Victoria Road	New pudsey box and ukpn transfer required. Parish owned unit. Pass to Eric ware. See phot	14/05/2021	882.67
83289/ 86684	Col A Eastwell Place	New lantern required as no replacement parts available to repair the existing. Also a raise and lower column would be preferable as unsafe to maintain using ladders. Pass to Ew for parish approval. SL4 Notes on SA 8664 New column and lantern required as unable to repair or maintain lantern whilst adhering to company safety policies. Pass to Eric ware for parish council approval.	17/05/2021/ 10/6/21	2054.76
91495	Col A Southerden Close	New lantern required. Pass to Eric ware for parish council approval.	21/07/2021	882.67
95095	Col D London Rd	Lantern beyond repair as unable to get lamps for 35w sox . Parish Council approval required. Pass to Eric ware	20/08/2021	£1866.96 for B,D L TBA
95086	Col A Robin Post Lane	Lantern beyond repair as unable to get lamps for 35w sox . Parish Council approval required. Pass to Eric ware	20/08/2021	

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99211	Col C Ditchling Way	Requires new Swan and lantern Pass to Eric as parish	29/09/2021	1564.11 for C+E
99140	Col C Forest View/Grovelands Road FP	New raise and lower column required, pass to Eric Ware GD PA	06/10/2021	2681.02 TBA
100835	Col G Harebeating Drive	New column with swan neck BKT inc Painting to be installed	19/10/2021	3723.24 G+ E
100834	Col B Hawthylands Crescent	New column with san neck bracket inc painting installed	19/10/2021	1999.98
100836	Col C Laburnam Green	New coloum to be installed. Pass to Eric as this requires new raise and lower column and lantern. Existing already cut to stump	19/10/2021	2015.08
100831	Col E Harebeating Drive	New column with swan neck BKT inc Painting to be installed	19/10/2021	3723.24 G+ E
100837	Col D Jasmine Green	New coloum to be installed	19/10/2021	2015.08
100516	Col M Market Street	New pudsey box required due to existing being damaged beyond repair, pass to Eric Ware GD PA	22/10/2021	1414.80 for B&M
100515	Col B Market Street	Unit outside house 22, New pudsey box required due to existing being damaged beyond repair, pass to Eric Ware GD PA	26/10/2021	1414.80 for B&M
102134	Col D Blossom Walk	Unit previously stumped, new column and LED lantern required, Pass to Eric Ware GD JKM	29/10/2021	3250.54 TBA
104193	Col B London Rd	Requires a replacement Lantern due to existing being unserviceable, suggested P3 LED Lantern/AXIA 16LED Lantern and B35 BLUE CELL.	12/11/2021	£1866.96 for B,D L TBA
104191	Col F Ersham Road	Requires a replacement Lantern due to existing being unserviceable, suggested P4 LED Lantern/AXIA 16LED Lantern and SS9 GREEN CELL.	15/11/2021	1172.67

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Task 96982	P/B G Mill Road	New pole bracket and lantern req	26/11/2021	
105787	Col B Meadow Road	Pass to Eric Ware for parish council approval fir new lantern	30/11/2021	1273.87 for b+c
107535	Col A Woodside Way	Pass to Eric as parish Council owned requires new lantern New R/L column and lantern from original pole bracket	14/12/2021	2591.23
107484	Col B Battle Crescent	Pass to Eric as parish Council owned. Requires new column and lantern	16/12/2021	1868.53
107547	Col L London Road	35w sox lantern. Unable to repair. Requires new lantern Pass to Eric as parish Council owned	16/12/2021	£1866.96 for B,D L TBA
109262	Col 1 Squab Lane Magham Down	LEDs corroded. Requires new lantern Pass to Eric SL2 Raise/lower column to replace pole bracket	30/12/2021	2703.99
110742	Col A Quintin Close	Requires a replacement Lantern due to the existing being unserviceable, suggested P5 LED Lantern and SS9 GREEN CELL.	12/01/2022	882.67
117529	Col E Forest View/Grovelands Road FP	Column snapped at the neck, leaning across alleyway into someone's garden. Column necked and isolated. Col remains and lantern cleared from site. New column required	21/02/2022	£1989.45 TBA
118014	Col B Gordon Road	35w sox lamp burned out, parish unit, new lantern required, pass to Eric Ware GD PA Wooden Pole	01/03/2022	2176.32
122334	Col B Derwent Close	Rtv and concrete collar required. RTV required. Safe for now	30/03/2022	863.46
122783	Col B London Road	Lantern beyond repair as no parts available for existing sox lantern . Parish Council approval required for new lantern. Pass to Eric ware	01/04/2022	£1866.96 for B,D L TBA

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123699	Col E Ditchling Way	Unit No.E is a 35w Sox Lantern, requires replacement Lantern due to existing being unserviceable. Suggested P5 LED Lantern and SS9 GREEN CELL. Pass to Eric Ware as these are Parish Council.	08/04/2022	4192.36
95101	Col C Grovelands Road	Lantern missing from previous ukpn fault. New required	10/05/2022	
127842	Col D Eastwell Place	Unit D is a 35w Sox Lantern, requires replacement Lantern due to existing being unserviceable. Suggested P5 LED Lantern and SS9 GREEN CELL. Pass to Eric Ware as these are Parish Council.	12/05/2022	
127828	Col D Cacklebury Close	Unit D is a 35w Sox Lantern, requires replacement Lantern due to existing being unserviceable. Suggested P5 LED Lantern and SS9 GREEN CELL. Pass to Eric Ware as these are Parish Council.	12/05/2022	
127862	Col A Beckenham Close	Unit E is a 35w Sox Lantern, requires replacement Lantern due to existing being unserviceable. Suggested P5 LED Lantern and SS9 GREEN CELL. Pass to Eric Ware as these are Parish Council.	12/05/2022	
127864	Col A Paul Close	Unit A is a 35w Sox Lantern, requires replacement Lantern due to existing being unserviceable. Suggested P5 LED Lantern and SS9 GREEN CELL. Pass to Eric Ware as these are Parish Council.	12/05/2022	

Report to: Hailsham Town Council

Date: 5th October 2022

By: John Harrison, Town Clerk

Title of Report: Warm Bank

Purpose:

To consider a request from WDC regarding a Warm Bank

Email received 28/09/2022:

As you may be aware with the current cost of living crisis organisations are considering setting up warm bank for residents to use during cold weather to save on their home energy bills, this is something that we are exploring and I wanted to reach out to you to see if this is something that HTC are considering or are aware of anyone else that is exploring setting up a warm bank.

The council is asked to consider what steps if any, it may wish to take with regard to Warm Banks in the parish.

What are Warm Banks?

Text from <https://www.bigissue.com/news/social-justice/warm-banks-winter-cost-of-living-crisis-energy-bills/>

If you were in any doubt about the scale of the cost of living crisis devastating the UK, the fact councils and charities are preparing to open “warm banks” should tell you everything you need to know.

Astronomical energy bills – double what they were at the start of the year – mean millions of people will be unable to put on their heating when temperatures plummet this winter. Fuel poverty is nothing new, but things are so bad this year that dedicated refuges are being set up to cope with demand.

You might remember pensioner Elsie, whose story went viral earlier this year when it was put to Boris Johnson. She spent her days riding buses to stay warm because she could not afford to heat her home.

Warm banks are a way of making sure people like Elsie have somewhere to go where they can spend the day without spending money they don't have.

As with food banks, the people setting them up are doing great work. But as they have said themselves, it is a mark of the desperate state of poverty in the UK that warm banks are needed at all.

They can only ever be a “short-term fix” in the cost of living crisis, and charities insist they cannot become normalised in the way food banks have, and that the government needs to find long-term solutions fast.

Teachers are setting up food banks in schools to help families in the cost of living crisis
Energy bills are still soaring – so here's where to get help in the cost of living crisis
Until then – here's everything you need to know about warm banks – including where to find them, why they are needed in the cost of living crisis, how to help and the potential drawbacks.

What is a warm bank?

Warm banks are safe places with the heating on, where people can go to get warm in the winter if they cannot afford to heat their homes. They will be run by local councils, charities, museums, libraries and NHS services across the country.

The charity New Beginnings Reading is setting up Reading's first warm bank this winter, hosted in an old refurbished pub. It will keep its heating on around the clock, and act as a social place where people can enjoy a hot drink and soup together.

Sophie Kimber, of New Beginnings Reading, said: "We were thinking about what we can do to help people in the cost of living crisis. And we thought the one thing we can do is provide a warm space for people to come and make sure no one is at home worrying about how they are going to pay their bills."

Barons Court Homeless Project in West London is also setting up a warm bank. "Our plan is to provide a place for people to come to be warm, cared for, charge their devices and so on," its director Michael Angus said.

"We will be able to provide some form of food or microwave meal. We've also been stocking up with lots and lots of items to give away, like cleaning materials and direct shower gels."

Why are warm banks needed?

The bleak reality is the cold kills. Around 12,000 people die each year from health conditions arising or worsening from having a cold home, according to National Energy Action. This year, amid the cost of living crisis and the huge spike in energy bills, millions of people will not be able to afford to turn on their heating.

"We are seeing people with a couple of jobs who are still finding themselves on the breadline and unable to pay for their heating bills and food bills," Kimber said. "The way that they're going to be affected ultimately, is that they're going to have to choose between heating or eating."

Angus, of the Baron's Court Homeless Project, said this is the hardest time he has faced in his 30 years in charity work. He felt it is bleaker than a choice between heating and eating – many people in the UK are struggling to do either and will need initiatives like warm banks to survive.

"I'm just having to say 'No' the whole time," Angus said, "or 'I haven't got the answers for you.' It's quite draining, but this is a way to make some kind of difference."

Even with the freeze to the energy price cap, bills are still double what they were earlier this year. "There might be a cap on energy bills," Kimber said, "but what about the cost of living generally? What about the cost of food going up in huge amounts? People aren't seeing a rise in their wages. There's inflation coming from all different directions. So I think there's still going to be a need for it unfortunately."

What are councils' plans for running warm banks?

A number of councils across the country have already confirmed they will be running warm banks this winter, or at least working with community organisations to provide warm spaces for their residents. It is likely that more will follow.

Some of the councils that have confirmed their plans to the Big Issue are Bristol, Aberdeen, Birmingham and Dundee. The warm banks are generally set to open from October, when temperatures begin to drop.

A spokesperson for Bristol City Council said its service will include WiFi, charging facilities, computers and food.

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Councillor John Cotton, of Birmingham City Council, said the council would be mapping out spaces across the city where people can go to keep warm.

"Whether that's local community centres," he said, "places of worship or libraries, we want to help people to find places where they will be welcomed, free of charge. As a council we will then work with our partners across the city to identify gaps in provision and find solutions to fill them."

Martin Lewis, the Money Saving Expert, was one of the first people to call for warm banks this winter. He has since funded the libraries association to create best-practice guidance to help councils, libraries, universities and any other local organisations set them up.

Can libraries, museums and charities afford to run warm banks?

One concern raised by campaigners is that public spaces like museums and libraries will not be able to afford to pay the energy bills themselves. They will need additional funding from the government, councils, donors and the public to keep their warm banks open.

A spokesperson for the library and information association CILIP said warm banks are an important initiative. But they warned: "Our nation's libraries are themselves facing huge challenges this winter. As councils across the country feel the squeeze on budgets, there is renewed pressure to close or reduce local library services.

"It would be a terrible irony if, just as people need their library the most, they find it locked and shuttered for lack of funds. If we really want to help everyone everywhere, we should be building new libraries on every high street."

A spokesperson for the Museums Association told The Guardian: "Museums can only be safe warm spaces if we have sustainable funding. We are getting concerned calls almost every day from institutions saying their anticipated energy bills are five times what they were last year. They say: 'This is the dealbreaker for us. This is worse than Covid.' And these are big, significant, city-wide institutions."

And charities are struggling too. Kimber said New Beginnings Reading was worried about paying the energy bills for its warm bank.

"That is a massive concern for us," she said. "We will need a huge amount of support from donors and hopefully from the council. We have a fundraising campaign to raise £100,000,

and we really want people to be able to donate if they can. We are going to see a huge increase in the amount of money that we're going to have to pay for our own energy."

What are charities and campaigners saying about warm banks?

Campaigners and charities have warned the country could become over-dependent on warm banks, which offer emergency support rather than long-term solutions.

Matt Downie, Crisis chief executive, said the need for warm banks shows how desperate the cost of living crisis is.

He said: "It hardly needs stating that there should be no need for these facilities in 21st century Britain and that everyone should have the opportunity to have their own warm, safe home. Although it is commendable to see organisations try to help by setting them up, they can only ever be a short-term fix."

A spokesperson for Fuel Poverty Action added: "Food banks, warm banks, postcode lotteries, people dying in ambulances waiting for hours outside hospitals, people considering suicide because they don't know how they'll heat their homes – all of this has been 'normalised' in a country where the government has prioritised profits, especially the profits of the energy corporations, over the money we need for our households and for services."

Simon Francis, End Fuel Poverty Coalition coordinator, added: "The nation's over reliance on food banks should serve as a warning to the future that we cannot normalise warm banks as part of our lives."

What are the long-term solutions in the cost of living crisis?

Charities have tirelessly urged the government to act throughout the cost of living crisis.

After nothing was announced over the summer, new prime minister Liz Truss finally announced measures to tackle soaring energy costs, capping bills at £2,500 for two years. That's still double the £1,277 it was at the start of 2022, though. And it will ultimately be paid for by taxpayers, rather than energy companies.

In terms of long-term solutions, Downie said: "The government should unfreeze the housing benefit so that it covers rises in people's rent and real world costs. As a priority, they should deliver a housing strategy for the 90,000 genuinely affordable, social homes we so desperately need. When people can afford their rent and bills, they will be able to be safe and secure in their homes, and we will have no need for warm banks."

Fuel Poverty Action is campaigning for Energy For All – free energy to cover the basics like heating, lighting and cooking, at a level depending on each household's need. A representative said: "This will be paid for by higher tariffs on energy used beyond what is needed, by windfall taxes on oil and gas, and by ending the millions being poured every day into subsidising these costly, climate-wrecking fuels. Extortionate multinationals cannot be allowed to drive us to this point of desperation."

Francis, of the End Fuel Poverty Coalition, said the government needs to invest in ending fuel poverty in the long term. He said: "This includes additional support for energy efficiency measures, investment in renewables and weaning the nation off volatile fossil fuels."

Where can I find my local warm bank?

The best way to find a warm bank near you is to look on your local council's website or contact it directly. Even if it is not running a warm bank itself, it should be able to direct you to a charity or other community organisation which is offering support this winter.

What can you do to help set up warm banks?

If you can spare some money, you can donate to fundraisers like the one being organised by New Beginnings Reading for its warm bank. You could also contact local charities to see if they need help – they may be looking for volunteers or donations of specific items

Report to: Hailsham Town Council

Date: 5th October 2022

By: John Harrison, Town Clerk

Title of Report: Hailsham and District BID

PURPOSE:

To consider a request for funding from the Hailsham and District BID.

To: Hailsham Town Council

From: Hailsham and District BID Ltd – Sponsored by Hailsham and District Chamber of Commerce

Grant request to the Hailsham Town Council for additional funds

Councilors we need your help. Wealden District Council have set us a target of raising £50,000 and to get a minimum of 200 members in the Chamber. When we achieve that they have said we

- The BID company target is to achieve a Yes for the ballot
- We have calculated a cost more than £100, 000
- The BID will be producing a short glossy promotional brochure
- During now and the end of the year we are targeting gaining 50 new members
- We are contacting the larger businesses for donations plus discussing the BID Yes vote
- The revised BID proposal has been reengineered to be a Net-Zero Carbon
- We know that there is a lot of support from around the BID for a Net-Zero Carbon proposal from Hailsham Town Council, ACES, SELEP, Power Networks
- We have agreed at committee level to ask H&DCC to make a further donation

We were extremely grateful for the help of Hailsham Town Council with the initial match funding of £1000 this was matched by the Chamber and Wealden District Council.

We would respectfully ask for a further donation of £10,000 from the Town Council's revitalization fund. This would really help us to achieve the initial part of our task it will fund a glossy brochure and planned review meetings with the leading businesses in Hailsham, Polegate, Herstmonceux,

The BID proposal has been improved to include the latest environmental requirements. Net-Zero Carbon is the goal now. The BID continues to get support from the Chamber of Commerce, Hailsham Forward and LEP. We are discussing with all businesses how the BID will benefit them and to ask them to donate.

The support of Hailsham Town Council is much appreciated, and we will acknowledge any donation that can be made available.

2019年10月25日
 2019年10月25日
 2019年10月25日

Hailsham War Memorial Trust
Hailsham Town Council

Tuesday 27th September 2022

Dear Committee,

I am writing to you in regard to the Hailsham War memorial and the laying of wreaths on the memorial.


I have been approached by several members of the public, in my capacity as Chairman of the Hailsham and District branch of the Royal British Legion with complaints about wreaths being laid over names on the memorial and in particular the memorial stone laid in remembrance of Nelson Victor Carter VC.

The complaints being that people feel, and I completely agree with them, that it is disrespectful to cover these names and diminishes the act of remembrance, especially when there is plenty of room around the edges of the memorial.

I am hoping you also agree with these sentiments and ask if it could be made known, in some official way, that wreaths should not be placed in such a manner.

Yours sincerely

rely

A handwritten signature in black ink, appearing to be 'A. J. ...', written over the signature line.

Chairman of Hailsham & District Branch, Royal British Legion