



BURGESS HILL TOWN COUNCIL

*Council Offices
96 Church Walk
Burgess Hill
West Sussex
RH15 9AS*

Tel: (01444) 247726
Fax: (01444) 233707
Website: <http://www.burgesshill.gov.uk>

23 January 2008

To: **MEMBERS OF BURGESS HILL TOWN COUNCIL**

An **ORDINARY MEETING** of the Council will be held in the Council Chamber on **MONDAY 28 JANUARY 2008** at **19.00 hours**, when your attendance is required.

David Carden
Town Clerk

****PLEASE NOTE THE START TIME OF THE MEETING****

A G E N D A

1. **OPEN FORUM**

Members of the public are invited to put questions or to draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to fifteen minutes and shall be limited to three minutes per person.

2. **PRESENTATION BY THEO LANDMAN, YOUTH INFORMATION SHOP VOLUNTEER AND PAULA SLATER, MANAGER**

3. **APOLOGIES FOR ABSENCE**

Apologies for absence have been received from Mrs Barbara Selby and Ian Simpson.

4. **DECLARATIONS OF INTEREST**

In respect of any matter on the agenda.

5. **CHAIRMAN'S ANNOUNCEMENTS**

6. **COUNCIL MINUTES**

To consider the Minutes of the Ordinary Meeting of Council held on 26 November 2007 (copy herewith).

7. **PLANNING & TRANSPORT COMMITTEE MINUTES**

8. **MINUTES OF THE SPECIAL PERSONNEL COMMITTEE MEETING**

9. **FINANCE & GENERAL PURPOSES COMMITTEE MINUTES**

10. **DIARY DATES**

11. **RECOMMENDATION OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

12. **CONSULTATION ON COMMUNITY SAFETY ISSUES FOR THE NEW 2008-2011 STRATEGY**

13. **RECOMMENDATION FROM THE SPECIAL PERSONNEL COMMITTEE MEETING**

14. **NALC CONFERENCE**

15. **SOUTH EAST REGION COUNTY ASSOCIATIONS FORUM**

16. **EXCLUSION OF PUBLIC AND PRESS**

17. **SPECIAL PERSONNEL COMMITTEE CONFIDENTIAL MINUTES**

18. **RECOMMENDATION FROM THE CONFIDENTIAL SPECIAL PERSONNEL COMMITTEE MEETING**

7. **PLANNING & TRANSPORT COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning & Transport Committee held on:

Monday 3 December 2007 (copy previously circulated).
Monday 17 December 2007 (copy previously circulated).
Monday 7 January 2008 (copy previously circulated).
Monday 21 January 2008 (copy herewith).

We have considered 50 applications for planning permission under the Town and Country Planning Act 1990. Our decisions and recommendations within our terms of reference are set out in the Minutes.

Tony Balsdon
Chairman

8. **MINUTES OF THE SPECIAL PERSONNEL COMMITTEE MEETING**

To consider the Minutes of the meeting of the Personnel Committee held on 11 December 2007 (copy herewith).

Our decisions and recommendations within our terms of reference are set out in the Minutes.

Mrs Suzanne Cosgrave
Chairman

9 **FINANCE & GENERAL PURPOSES COMMITTEE MINUTES**

To consider the Minutes of the meeting of the Finance & General Purposes Committee held on 14 January 2007 (copy herewith).

Our decisions and recommendations within our terms of reference are set out in the Minutes.

Mrs Suzanne Cosgrave
Chairman

10. **DIARY DATES**

A) **MONDAY 4 FEBRUARY** – Planning & Transport Committee meeting 19.00 hours in the Council Chamber.

B) **MONDAY 11 FEBRUARY** – Property Committee meeting 19.30 hours in the Council Chamber.

- C) **MONDAY 11 FEBRUARY** - Strategic Planning Working Group – briefing meeting with Richard Walker 19.30 hours in the Town Clerk’s office.
- D) **WEDNESDAY 13 FEBRUARY** - Environmental Issues Forum 19.30 hours in the Council Chamber.
- E) **MONDAY 18 FEBRUARY** – Planning & Transport Committee meeting 19.00 hours in the Council Chamber.
- F) **MONDAY 25 FEBRUARY** – Council meeting 19.00 hours in the Council Chamber. Janice Spence (Council for Voluntary Service Manager) and Jenny Garrad (Volunteer Information Point Manager) will be the guest speakers.

11. RECOMMENDATION OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

11.1 The purpose of this report is to consider a recommendation from the Finance and General Purposes Committee made at their meeting held on Monday 14 January 2008. The Committee agreed to recommend a precept of £726,526 to Council (Minute 44 refers).

11.2 The key elements of the proposed budget for 2008/09 are as follows:

- Band D property charge of £63.58 equating to a 4.4% increase on 2007/08 (£60.89); and
- The Burgess Hill Town Council element of the Council Tax will be £1.22 per week per band D property (2007/08 £1.17), an increase of 5p per week.

11.3 The detailed changes from the second draft budget were reported to the Finance and General Purposes Committee meeting on 14 January, but the headlines of the movement from 2007/08 Precept are as follows:-

	£000's
2007/08 Precept	693.4
2008/09 Precept	<u>726.5</u>
Increase	33.1
Made up of:-	
Income	
Interest on balances & Burial Ground Income	7.0
Other movement on income	<u>6.2</u>
Total Increase in income	13.2

Expenditure	
Election Fund	3.0
Mobile Maintenance Team	7.6
Pension Fund Provision	5.0
Staff salaries and oncosts	26.7
Sidney West – community fund contribution	5.0
Grants & Donations - reduction	-7.8
Capital Projects contribution - reduction	-3.8
Members Allowances - reduction	-3.6
Other movements	<u>14.2</u>
Total increase in costs	46.3
NET MOVEMENT IN PRECEPT	33.1

RECOMMENDATION

Council is recommended to approve the recommended precept of £726,526 for 2008/09.

Environmental Charter Implications – None.

Financial Implications – Contained in the report.

Implications to Partner Organisations – None.

12. CONSULTATION ON COMMUNITY SAFETY ISSUES FOR THE NEW 2008-2011 STRATEGY

12.1 Mid Sussex District Council have requested the Council's views on crime and disorder issues in Members' own wards. This will help to shape the priorities identified in the new Mid Sussex Community Safety Strategy 2008-2011, which is currently being written. A response questionnaire is attached at Appendix I which identifies the areas of interest and the deadline is 31 January 2008. (This item appeared in Councillors Briefing on 4 January 2008 to allow Members time to prepare). Completed questionnaires or Members comments should be given to Moira Hoare by 31 January (Moira@burgesshill.gov.uk – 01444 238206).

12.2 A review of the Community Safety Strategy 2005-2008 entitled 'Half Way There' is available in the Council Chamber and on the Mid Sussex District Council web site at www.midsussex.gov.uk

12.3 RECOMMENDATION

The views of Council are sought.

Environmental Charter Implications – None.

Financial Implications – None.

Implications to Partner Organisations – This is a consultation from a partner organisation.

13. **RECOMMENDATION FROM THE SPECIAL PERSONNEL COMMITTEE MEETING**

13.1 The purpose of this report is to consider a draft “Employee Volunteering Policy” which was approved by the Personnel Committee at its meeting on Tuesday 11 December 2007 and is attached at Appendix II.

13.2 **RECOMMENDATION**

Council is recommended to formally adopt the “Employee Volunteering Policy”.

Environmental Charter Implications – None.

Financial Implications – None at this stage.

Implications to Partner Organisations – None.

14. **NALC CONFERENCE**

14.1 The purpose of this report is to seek nominations to the National Association of Local Councils’ Conference (“NALC”) Annual Conference. The conference and exhibition will be held at the Winter Gardens, Eastbourne from Tuesday 20 to Thursday 22 May 2008. This year NALC have changed from an Autumn to a Spring Conference to avoid the close proximity with the Society of Local Council Clerks Conference in October and are experimenting with a midweek rather than weekend conference.

14.2 It is normal practice for the Chairman of the Council and the Town Clerk to represent the Council at the conference. Due to the close proximity of Eastbourne there is an opportunity to consider a different approach to Member involvement. In discussion with the Chairman of the Council and the Chairman of the Finance and General Purposes Committee it has been agreed that a local mid week conference will provide the opportunity for Members, particularly new councillors, to experience the conference on a day booking basis. The Town Clerk would like to attend for two of the three days, as part of his continuing professional development, but cannot justify the full conference.

14.3 The conference programme is varied due to the wide range of interests of our sector from small parishes to the largest town councils. The main papers and arrangements are as follows:

Tuesday 20 May 2008

13:10 – 13:40	Hazel Blears MP Secretary of State
13:40 – 14:40	The Power of Wellbeing
15:10 – 16:10	Regional Structures or Sustainable Development
16:10 – 17:10	Local Area Agreements and Strategic Partnerships
17:15 – 18:15	Parish Councils and Unitaries

Wednesday 21 May 2008

09:00 – 10:00	Funding of the Sector
10:00 – 11:00	Promoting Effective Performance
11:30 – 12:30	NALC Chief Executive
13:30 – 14:30	Topical Motions for debate
14:30 – 15:00	Andrew Stunnell MP
15:30 – 16:30	Participatory Budgeting or Community Transport
16:30 – 17:30	Town Management Partnership or Emergency Planning

Thursday 22 May 2008

10:00 – 10:30	Society of Local Council Clerks Chair
10:30 – 11:00	Eric Pickles MP
11:30 – 12:30	Councillors Commission
13:30 – 14:15	Parish Councils and the Voluntary Sector
14:15 – 15:00	Parish Councils as employers

14.4 There is an opportunity for a maximum of four Members to attend conference on a day rate basis, which can be funded from the 2008/09 budget.

14.5 **RECOMMENDATION**

Council is recommended to confirm the Town Clerk's attendance at the NALC Conference and seek any further Member nominations to attend the conference.

Environmental Charter Implications – None.

Financial Implications – Funds are contained in the 2008/09 budget for attendance at conferences.

Implications to Partner Organisations – None.

15. **SOUTH EAST REGION COUNTY ASSOCIATIONS FORUM**

15.1 The purpose of this report is to appraise Members of the outcome of the inaugural South East Region County Associations Forum (“SERCAF”) Larger Council Clerks Study Programme, held over the weekend of 7 to 9 December 2007, attended by the Town Clerk. This was the first such venture by SERCAF and it brought together Town Clerks from all over the South East of England. In many cases people were meeting for the first time and a new network was established.

15.2 The content of the weekend was excellent as was the quality of speaker. The highlights of the programme were:

South East Plan – what will be the shape of our town in the next 20 years?
Jo Shockly SEERA

The Regional Picture Paul Bevan, Chief Executive of SEERA

The Future of the Sector John Findlay, Chief Executive of NALC

Town Centre Management Christine Howard, T C Manager, Guildford

In addition, there were sessions on Conflict Resolution, Employment and HR Issues and the future of Quality Councils.

15.3 The programme was very good and worth attending. The sessions listed above were excellent and enabled delegates to discuss issues with the key individuals, which does not always happen. SERCAF have been asked to make this an annual event and in the meantime the new south east network has established a useful E-Group.

15.4 **RECOMMENDATION**

Council is recommended to note the contents of this report.

Environmental Charter Implications – None.

Financial Implications – This was funded through the training budget and a discount was obtained owing to the Town Clerk’s involvement in the County Training Partnership.

Implications to Partner Organisations – None.

16. **EXCLUSION OF PUBLIC AND PRESS**

In view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be temporarily excluded and they be requested to withdraw from the meeting.