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Wednesday 28 February 2024

To: MEMBERS OF BURGESS HILL TOWN COUNCIL

A MEETING of the Council will be held in the Council Chamber on Monday 4 March 2024 at 19.00 hours, when your attendance is required.

Steven Cridland
CEO

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

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

A G E N D A

1. **OPEN FORUM**

Each member of the public is permitted to speak once in respect of business relevant to the Town Council or of local concern to the residents of the town at the discretion of the Chairman (during the Open Forum). They can also speak during the meeting (on topics relating to the published agenda and any other business raised during the meeting) as the agenda debate is progressed. Speakers are encouraged not to speak for more than three minutes, at the discretion of the Chairman or nominee (including the Chair of any other meeting of the Council).

If it appears that the number of speakers is likely to unreasonably delay

the disposal of business items on the agenda the Chairman may direct that a member of the public submits a question or comment in writing which shall be answered in due course.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

In respect of any matter on the agenda.

4. **CHAIRMAN'S ANNOUNCEMENTS**

To hear Chairman's announcements, for noting items only, if any.

5. **COUNCIL MINUTES**

To consider the Minutes of the Council Meeting held on Monday 29 January 2024 (copy herewith)

6. **UPDATE FROM WSCC**

WSCC councillors will provide a report.

7. **UPDATE FROM MSDC**

Cllr Robert Eggleston will provide a report.

8. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held on Monday 8 January, Tuesday 30 January and Monday 19 February 2024 (minutes previously circulated).

We have considered 51 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.

David Eggleton
Chairman

9. **STAFF AND MEMBER DEVELOPMENT KAG NOTES**

To consider the Notes of the meeting of the Staff and Member Development Key Area Group held on 21 February 2024 (Appendix 1)

The following resolutions were taken:

1. RESIGNATION OF CEO

RESOLVED

That it be noted that Mr Cridland, CEO will retire on 30 August 2024

2. RECRUITMENT PROCESS

RESOLVED

That the documents for the recruitment of a new CEO be approved

3. CONTRACT OF EMPLOYMENT

RESOLVED

1. That the new Model Contract of Employment for Local Councils as agreed by NALC and SLCC in December 2023 be introduced forthwith.
2. That existing employees retain their current contracts of employment.

4. INTERVIEW PANEL

Item deferred to Council

5. INTERVIEW PROCESS

In addition to the process outlined in the report it was suggested that the background and employment record of applicants be scrutinised by way of references and research.

RESOLVED:

That the Interview process be accepted

Graham Allan
Chairman

10. INTERVIEW PANEL

The Council is asked to appoint 5 members to the interview panel to select a new CEO. One member should be from the opposition parties.

FOR CONSIDERATION

11. REVIEW OF FINANCIAL REGULATIONS

The NALC model financial regulations were last updated in 2019.

A comprehensive review by Burgess Hill Town Council was under-taken in January 2023 incorporating the 2019 model. NALC launched a consultation to update the model financial regulations in August 2023, they have yet to publish the outcome. **No action is required in this area.**

On-line banking

Our current NatWest on-line banking subscription “Bank Line Lite” has a maximum daily payment limit of £30k. This limit is mirrored in the town council’s Financial Regulations.

The £30k limit creates ongoing operational issues when trying to pay salaries (average £35k per month) or other suppliers with invoices over £30k (either singularly or a batch), in that payments have to be split over 2 or 3 days depending on the value of the payments to be made.

This issue recently came to the fore as a paper CHAPS payment to Santander (for a time deposit) of £250k was rejected by the council’s bank as they now require each signatory on the CHAPS form (3 in total) to appear in-person at the Haywards Heath bank branch with their respective passports/driving licences. This process would need to be repeated each time the town council wishes to make any single payment over £30k. This is not practical.

RECOMMENDATION

To amend the Town Council’s Standing Orders to allow a single payment limit of £50k, with any payments over and above this limit to be pre-approved by the Finance KAG Chairman or the Leader or the Deputy Leader, and to upgrade the on-line banking system accordingly.

Note: this is a retrospective application as the above noted CHAPS issue arose in December 2023. The Chairman of the Finance KAG, Leader and Deputy Leader were informed at the time.

12. **RISK REGISTER**

The purpose of this report is to update Councillors on a range of risks faced by the Council. The Summary Risk Register (Appendix 2) covers risks encountered by the Town Council which have been considered through the Council’s Key Area Groups and do not fall within normal operational policies and procedures.

The register includes only current open and/or items that were open when Council previously reviewed the register (May 2019). The full detail of any risk item reported on the summary can be reviewed through the respective Key Area Group/Council agendas and meeting notes.

RECOMMENDATION

Council is recommended to note the contents of the report.

13. **REVIEW OF STANDING ORDERS**

Standing Orders were last reviewed in 2022 following an update by NALC. No further updates have been received and there is therefore no need at this stage to review Standing Orders again (The Complaint Procedure has been reviewed – see below).

FOR NOTING

14. **COMPLAINT PROCEDURE**

Council resolved as follows at its January 2024 meeting:

It was agreed that Cllr Eggleston would review the Standing Orders with regard to complaints and a proposed change would be brought to the next Council meeting.

The current Complaints Procedure is attached as Appendix 3.

The amended procedure is attached as Appendix 4

Amendments suggested

28.3 a: delete the 2nd sentence.

28.4 a: insert after 'complaint' in line two 'whether being dealt with as an informal or formal complaint',

28.6 d: delete.

Add new 28.7: RECORDING AND REPORTING COMPLAINTS

- a. The Town Council shall maintain a monthly Complaints Register (substantially in the form set out in these Standing Orders) recording all complaints, whether formal or informal, and shall report the complaint statistics to Council at least twice per year.
- b. The report to Council shall set out the broad subject categories of the complaints received, the average time to resolve complaints, the proportion of complaints resolved informally or formally, or which remain unresolved at the time of the report, and a complaints trend analysis.

Only complaints which relate to the Town Council's action or lack of action or about the standard of a service we provide (whether directly or via a contractor) will be recorded. That means complaints about potholes, the state of the town centre, the weather etc are NOT complaints for the purposes of recording on the Complaints Register. Where the complaint is covered by 28. 7.b these should be recorded but are resolved by pointing the complainant to those bodies that can handle it.

15. **ADDITIONAL CCTV**

The Council has a duty of care towards its staff and Members. Given that all manner of people visit the council it is suggested that additional CCTV be installed as a deterrent to those who may visit with malicious intent.

It is suggested that the security of the building be upgraded with additional CCTV cameras installed as follows for an amount of £1,789:

- 2 x cameras in the Help Point
- 1 x camera outside to cover the front of the building
- 1 x camera at side door
- 1 x camera to cover the council chamber

RECOMMENDED:

That additional CCTV cameras be installed in-side and outside the town council building at a cost of £1,789 and for the funds to be taken from the General Reserve. The RFO can confirm there are sufficient funds in the General Reserve.

16. **PARK CENTRE UPDATE**

On instructions from the Council, a structural engineer visited the Park Centre on 15 February 2024 to carry out an intrusive survey of two elements of the building i.e.:

1. Support beams for the RSJ (girder) across an open plan area;
2. The missing trusses behind the stage.

The engineer’s report is awaited but the initial findings are that the support beams are made of square section steel clad with wooden panels, giving the impression that they were of all wood construction. The integrity of this area is sound. Of concern are the bulging walls (spread) but these are not in imminent danger of collapse. The CIO is aware of the visit and the report will be sent to them for their action.

FOR NOTING

17. **DIARY DATES**

MARCH 2024		
Council	Monday 4 March	19.00 hours
Planning Committee	Monday 11 March	19.00 hours
APRIL 2024		
Planning Committee	Tuesday 2 April	19.00 hours
Planning Committee	Monday 22 April	19.00 hours
Annual Town Meeting – St Wilfrid’s Parish Centre	Monday 29 April	19.30 hours
MAY 2024		
Annual Meeting of Council	Tuesday 7 May	19.00 hours

Recommended: For noting.