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20th January 2026

Dear Councillor,

A MEETING of the Council will be held in the Council Chamber on Monday 26 January 2026 at 19.00 hours, at which your presence is required.

Mrs J Holden
Chief Executive Officer

A G E N D A

1. **Open Forum**
2. **Apologies for Absence**
3. **Declarations of interest**
4. **Chairs Announcements**
5. **Council minutes** – to agree the minutes of the 26/11/25 meeting
6. **Police Matters** – to hear from retiring Neighbourhood inspector Derrick
7. **Planning Committee minutes** – to agree the minutes of the 8/12/25 and 5/01/26
8. **Community Engagement KAG notes** - to agree the notes from 12th and 19th January 2026
9. **Finance Key Area Group Notes** - to agree the notes which include the recommendation to approve the revenue budget 2026/27
10. **Levy of Precept** – to agree to levy a precept for 2026/27 on Mid Sussex DC
11. **Review of Standing Orders/ Financial Regulations** – annual review of Standing orders & Financial Regulations
12. **European Friendship Visit** – to agree to fund receptions for the three events
13. **Draft Rota of Meetings** – to agree the first draft of meetings for 2026/27
14. **Diary Dates** – to note.

A PRESENTATION TO FRED AVERY IN RECOGNITION OF MANY YEARS SUPPORTING THE TOWNS HERITAGE AND HISTORY

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.

Councillors are reminded that should they be two months or more in arrears with Council Tax Payments to Mid Sussex District Council this should be declared as they would be automatically barred from voting on the budget and precept under items 9&10 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 26 November 2025 (previously circulated)

6. POLICE MATTERS

Inspector Derrick will attend the meeting to give an update and advise on his replacement as he retires from his post. This item would normally be further in the agenda, however as Inspector Derrick may need to leave for operational reasons it has been requested to be out of order.

Recommendation: To note the report

7. PLANNING COMMITTEE MINUTES

To consider and adopt the Minutes of the meetings of the Planning Committee held on; Mondays 8th December 2025 and 5th January 2026 (minutes previously circulated).

8. COMMUNITY ENGAGEMENT KEY AREA GROUP - NOTES OF MEETING

To consider and adopt the notes of the meeting of 12th January and 19th January (previously circulated).

Note 87: Christmas Market 2026

RESOLVED: The Community Engagement Officers proceed with planning and delivery of a combined event, branded as the 'Christmas Festival', to take place between 26 and 29 November 2026, including the Christmas Light Switch On and Market, subject to chalet availability.

9. **FINANCE KEY AREA GROUP - NOTES OF MEETING (TO INCLUDE THE PROPOSAL FOR APPROVING THE 2025/26 BUDGET)**

Purpose of Report: To consider the notes of the meeting of the Finance Key Area Group of 19th January and **TO APPROVE** the Revenue Budget for 2026/27. Please note that the Budget papers are appended to this agenda at Appendix A

Note 118 Replacement of Vehicle

RESOLVED:

- 1) For the staff to look at the detail of the specification, ensuring it is fit for purpose and the appropriate financial models to determine which vehicle should be purchased
- 2) To add £9665 to the budget to be considered in item 10 which will increase the proposed precept by 0.78%.

Note 120 Draft Budget 2026/2027

RESOLVED:

- 1) To recommend to Council to approve the budget as shown in the papers with the addition of £9665 for the vehicle replacement.
- 2) To recommend to Council a Precept of £1,323,509 which represents a Band D rate of £98.38, an increase from £92.19, representing an annual increase of £6.19 or 6.7%

Note 121 Current Position of Reserves

RESOLVED: The position was noted and the current schedule approved.

Note 125 Financial Regulations Review

RESOLVED: The KAG noted the small amendments to the Financial Regulations and recommended that they proceed to Council.

Recommendation:

- 1) To approve the Revenue Budget represented as expenditure of £1,482,681 (exp + community build reserve), less income of £153,649 to give a total of £1,329,032 for the 2026/27 financial year as set out in the papers to the KAG of 19th January 2026.
And
- 2) To approve the use of unrequired earmarked reserves of £5,523 as set out in the papers of the Finance KAG of 19th January, to reduce the precepted amount to £1,323,509.
- 3) To adopt the remainder of the notes.

10. [LEVY OF PRECEPT ON MID SUSSEX DISTRICT COUNCIL 2026/27](#)

Purpose of report: To Agree to Levy a Precept on Mid Sussex DC for the 2026/27 year.

Recommendation: as per note 120 of the Finance KAG of 19th January; to Levy a precept on Mid Sussex District Council comprising £1,323,509 to be paid in two equal instalments by 30th April and 31st October. The Precept equates to a band D annual charge of £98.38.

11. [REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS](#)

1. Purpose of the Report: To consider any revisions to the standing orders
2. The Standing Orders and Financial Regulations are reviewed annually to ensure that changes to legislation or best practice have been adhered to. The Burgess Hill Town Council has bespoke standing orders and has not adopted the model standing orders that have been drawn up by NALC. However, each year we consider whether there are any changes that need to be carried out through operation of the standing orders in practice during the year. Other than at this meeting should any Councillor wish to amend the standing orders there is a process, however as the annual review is brought forward it is an opportunity to make amendments if desired.
3. Officers have no recommendations other than to update all of the Terms of Reference of the KAGS (attached along with the draft Standing Orders & Financial Regulations at appendix B) and to consider whether to amend the name *Key Area Group* to *Committee* to remove confusion as to the powers of the KAG. However, Councillors have during the year raised additional points that they would like to have considered. Any Standing order changes will need to be proposed and seconded and voted on to be allowed to be entered in to the standing orders.
4. The financial regulations have been considered by the Finance KAG and there are no recommended changes, other than to amend references to the Head of Finance and Corporate Services alongside the RFO as necessary and to update the tendering procurement thresholds in FO 26.2 which changed on 1st January 2026 from £214,904 to £207,720.
5. Before looking at the Standing Orders, it is timely to clarify the status of Committees (currently known as Key are Groups), as there has been some confusion. Committees are decision making bodies, they act with the power of the full Council within

their terms of reference. Standing Orders 3.1 and 3.2 refer. Committees are governed under the standing orders and in accordance with the Local Government Act s101&102. Where a function has been delegated, the committee's decision is a decision of the authority and does not require Council approval. Council may amend delegations prospectively, but it cannot vote down or alter a decision already made under delegated authority.

6. Therefore, when the notes or minutes of the KAG or Committee come before the Council, Council are adopting them and the decisions therein but this is not *approval* of the decisions as those decisions have been made. If the decision cannot be made by the KAG or committee they must be a *Recommendation* to the Council and not a *Resolution*. As per standing order 12, any queries, clarification or motions to amend anything in those notes or minutes must be in accordance with standing order 9, and attention is drawn to 9 (g). Recission of a decision can only be considered in accordance with SO 14.

Other Considerations:

- 1) It has been requested to add a sentence to **12 (i) shown in bold below**.

In submitting to the Council the Notes of a Key Area Group, the Councillor who presided as Chairman of the Key Area Group... shall move that the Notes be approved and adopted. The report shall be considered as a whole provided that Councillors may make a proposal within the terms of Standing Order 9 or ask a question, or may make a comment, on any paragraph whereupon any other Councillor may participate in the discussion of such a proposal. **Any recommendations from a KAG to Council should be listed in the agenda and put to the vote, either en bloc or separately if any member so requests.**

Whilst this is in practice what happens, it is not explicitly stated in the standing orders and if this were desired could be included.

- 2) It has been suggested that the Council could consider political balance in the KAGs (Committees). Political balance (whereby the number of seats held on a committee are proportionate with the number of seats held by each political party on the Council) is not a requirement at Parish Council level, it is at Principal Councils. Most Parish councils do not have a political balance requirement mainly because party politics is less visible at parish level. It is not included in the model standing orders as suggested by NALC. However, it is something that can be introduced and has been practiced by larger councils in our sector.

For illustration, Political Balance in Burgess Hill Town Council for a committee of 7 would currently be: 5 Liberal Democrat (70%) 1 Green

(15%) and one other of 1 Conservative (5%) and 2 Independents (5% each).

The balance would be redetermined should there be a change in representation following election or change in party allegiance, therefore requiring a standing order such as shown in bold below, if adopted this would be inserted at 3.1.b:

The Council will operate a system of political balance for the committee or Key Area Group memberships, where seats are determined by the proportion of seats held by the political groups and others, that make up the Council. Membership is determined at the Annual Council, should political balance alter during a year which affects a committee or Key Area Group due to meet before the next Council meeting the Chief Executive of the Council will make a delegated decision in discussion with the Leader of the Council and other group leaders regarding changes to the membership which will be ratified at the next available Council meeting.

- 3) Finally, it has been suggested that the Council adopt the national model of NALC standing orders and financial regulations. Due to the work involved should this be favoured, a working group to review the Model standing orders and determine which bespoke parts of the existing standing orders would be needed to be included, may be the best option to review these. If Council are minded to consider bringing the NALC model back for consideration in March, a working party could be formed. The model SOs are included at Appendix C

Recommendations:

- 1 – to approve the draft standing orders and Financial Regulations at Appendix A showing the amended references to the Head of Finance and Corporate Services and the updated Public Contracts procurement Thresholds and the KAG and Committee Terms of Reference.
- 2- to consider renaming the Key Area Groups to Committees, their “notes” to “minutes” and amend the references as such
- 3- to approve the updated terms of reference for each committee
- 4 – to consider an amendment to 12(1)
- 5 – to consider a new SO regarding political balance
- 6- to note the review of the standing orders and financial regulations and to determine whether work to adopt the NALC national model should be undertaken.

Environmental Implications: There are none

Financial Implications: There are none

Public Safety Implications: There are none

12 **EUROPEAN FRIENDSHIP VISIT**

Purpose of Report: To authorise expenditure from the European friendship reserve.

- 1) Cllrs Brenda Williams, Anne Eves and Stuart Condie have advised that a number of visits from Schmallerberg will take place this year. 2nd March and 14th April will see two schools in the town. The schools are organising their own activities and we are looking to add in a short meet with the Town Mayor, and refreshments. Each school is likely to have around 45 students and 5 teachers.
- 2) On 1st April there will also be a citizens' trip, which will include visits to local community groups. The Council are being asked to include a reception which would include some entertainment for the delegation. This entertainment may be the brass band, choir or even a school performance. This is still to be determined, with refreshments.
- 3) The European Friendship fund has a balance of £2992 at this time. The three events are expected to cost no more than £600.

Recommendation: Council is asked to approve expenditure of £600 for the European friendship groups visits this year.

Environmental Implications: Where we can entertain the delegation in the town and surround this will reduce the need for emissions from coach travel.

Financial Implications: The cost can be met from the existing reserve

Public Safety Implications: There are none.

13 **DRAFT ROTA OF MEETINGS FOR 2026/2027**

The first draft of the rota for meetings of the Council and Committees and KAGs for the 2026/27 civic year.

The proposed date of the annual town meeting may potentially clash with a Mid Sussex scrutiny group meeting, which is not ideal, but availability of Cyprus Hall on dates to suit the Town Council in May was also limited.

Recommendation: To approve the meeting dates as set out at Appendix D.

14 **DIARY DATES**

To note the dates of forthcoming meetings

FEBRUARY 2026

Strategic Development KAG	Monday 2 nd February	19.00 hours
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Planning Committee	Monday 16 February	19.00 hours
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MARCH 2026

Council	Monday 2 nd March	19.00 hours
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