

EAST GRINSTEAD TOWN COUNCIL

To: Chairman and Members of the Finance & General Purposes Committee.
Cllrs Mrs Beckford, Mrs Belsey (Vice Chairman), Mrs Brunsdon, Hodges, O'Brien, Osborne, Sillitoe, Webster (Chairman), Whittaker and Wyan, Town Mayor and Deputy Town Mayor.
(Other distribution for information only)

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15th March 2012

Dear Sir/Madam,

Your attendance is requested at a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE to be held in the COUNCIL CHAMBER, East Court on THURSDAY, 22nd MARCH 2012 at 7.45 p.m. Where possible please clarify any points or raise questions before the meeting with the Clerk to ensure an answer can be given. Please note that the report to supplement the agenda has been emailed to your official town council email address (and is posted on the Town Council website). Please print and bring those papers to the meeting, should you have any difficulty please address this with the Clerk prior to the day of the meeting.

Yours faithfully,



J W Holden,
Town Clerk.

A G E N D A

- 1 Public Question Time. The public are welcome to ask questions of the Committee on matters that are within the Committee's remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.
- 2 To commence not later than 8 p.m. - Apologies for absence.
- 3 To receive the Minutes of the meeting held on 26 January 2012.
- 4 To receive any Declarations of Prejudicial and Personal Interest.

Items to receive

- 5 To receive the accounts for January and February 2011 (Min.).
- 6 Town Council Finances - Position Statement (Min.)
- 7 Performance Indicators (Min).
- 8 To receive any recommendations of Committees
- 9 Reports from Council Representatives on Outside Bodies (Min.) .
- 10 Neighbourhood Plan Working Party (Min.)
- 11 Consultation Working Party (Min.)

Items to discuss

- 12 Appointment of Internal Auditor
- 13 Risk Management
- 14 Annual Staff Training Report
- 15 Annual establishment report
- 16 Community Sponsorship Requests
- 17 Any other Urgent Business

NB The next meeting of the Committee will be held THURSDAY 21st JUNE 2012 at 7.00pm – please note the amended time.

EAST GRINSTEAD TOWN COUNCIL

To: All Members of the Finance & General Purposes Committee (22.3.12)
(Other distribution for information only)

Agenda Item 5: ACCOUNTS FOR JANUARY AND FEBRUARY 2012 (Min 282 26/01/12)

Members are asked to note the account entries titled as Appendix A on separate PDF document

Agenda Item 6: TOWN COUNCIL FINANCES – POSITION STATEMENT (Min 283 26/01/12)

Members are asked to note that the balances on the various Town Council accounts at 13th March 2012 were, rounded to the nearest £, as below. (L.Y.£680,525)

	Revenue	Capital	Total
	£	£	£
Natwest Direct Res-on demand 1.4%	236,047	87,788	323,835
Santander Time Deposit 18 mths 2.29%	50,000		50,000
NatWest Capital Reserve – on demand		97	97
Natwest Current	18,282	6,473	24,755
Royal Term Deposit 36 mths 3.85%	250,000		250,000
Natwest Term Deposit 18 mths 3.00%	150,000		150,000
Total	704,329	94,358	798,687

Agenda Item 7: PERFORMANCE INDICATORS (Min 284 26/01/12)

Details of Performance Indicators in respect of responsibilities falling under the purview of Finance & General Purposes Committee are set out below for the period January and February 2012 inclusive. The comparable figures for the same months in 2011 are shown in brackets alongside.

Members are asked to note this report.

Item	January	February	
Invoices paid within 30 days	96% (97%)	98% (95%)	
Total staff sickness in days	2 (9)	9 (8)	

Agenda item 8: RECOMMENDATIONS FROM COMMITTEES:

The Public Service Committee 8.03.12

Minute 322 KING STREET TOILETS

The minute from the Public Service meeting on 8th March is as follows:
It was

- RESOLVED: (i) To approve the heads of terms as outlined in the letter dated 20th February received from Mid Sussex District Council;
- (ii) To authorise the Town Clerk to appoint a solicitor to review the contract and act on behalf of the Town Council;
- (iii) To approve that the cleaning contract currently held by Mid Sussex District Council should be extended in respect of the King Street toilets to 31st March 2013 at the held price of £7,408 per annum pro rata, and
- (iv) To authorise the Town Clerk to seek a contractor to empty the needle/sharps bins.

Finance and General Purposes Committee are asked to confirm the financial decisions of the Public Services Committee which are allowed for within budget namely (ii) (iii) and (iv).

Agenda Item 9: REPORTS FROM OUTSIDE BODY REPRESENTATIVES (Min 286 26.01.12)

The following year end reports have been submitted by The Councils representatives on the outside bodies.

**(1) East Grinstead Town Twinning Association, Executive Committee:
(Councillors Hodges, Osborne and Scott)**

The Town Twinning Association held it's AGM on 9 December which was well attended and a very enjoyable evening, looking back over the past year's events and a new treasurer was elected.

January / February meetings:

News:

The new mayor is to tour the twin towns to present a tree from East Grinstead to each of them to celebrate the Queen's Jubilee. The proposed dates have been postponed though due to the activities in the Town.

The exhibition held at Chequer Mead of work from local schools was a great success and well attended.

The Association is actively encouraging schools in East Grinstead to establish links with schools in the twin towns. Halsford Park and St Peters have set up email links with a school in Bourg de Peage and Imberhorne with one in Mindelheim.

Fund Raising:

Recent events include a New Years Party and attending a Christmas concert at Fairfield Halls

New members of the Association and of the 100 Club would be welcomed

Coffee mornings at the Library are still very popular and a French Coffee Morning is being considered.

An Italian evening was held on 3 March
A wine tasting evening is planned for 17th July and a Quiz night on 22nd September
Other planned activities include a car boot sale and an outing to the Olympic Park

Events:

It was hoped that the Stadtkapelle Mindelheim would be visiting the Town this year but they have had to cancel due to having too many other events

A delegation will be attending the Frunsbergfest in Mindelheim in July

There have been some difficulties with the Youth in Europe event from 1st to 24th June 2012. Bourg de Peage are unable to attend due to the dates and San Feliu have said that they can not either.

Youth in Europe 2013 – this is to be held in East Grinstead and suitable dates are being canvassed

A trip to Bourg de Peage is taking place in May

The Town Twinning Association has been asked to be involved in both the Olympic Torch Relay and with the Diamond Jubilee celebrations

This year being the 50th Anniversary of Town Twinning in East Grinstead a celebration dinner is to take place in November.

**(2) Mid Sussex District Association of Parish Councils:
(Councillors O'Brien and Saull)**

There have been three meetings during the past year, the AGM was held on 13th July 2011.

At the 9th November meeting Cllr Natalie March took over the Chair, replacing Paul Johnson, who took over the Secretary/Treasurer position replacing Sarah Bunting who had carried out this work for several years.

Christine Hardisty, Manager of The East Grinstead Council for Voluntary Service (EGCVS) was invited to give a talk on the activities and developments of the CVS organisation`s wide range of activities. For the future the two offices in Mid Sussex., East Grinstead and Burgess Hill will be a merged service, but will continue to operate, as will the Outreach office in Haywards Heath.

The next MSLAC/MSDC Conference has been arranged together with the AGM for the 20th July 2012 at Haywards Heath.

At the meeting on 21st February 2012, the Chairman announced her resignation due to changes in her personal commitments. Vice Chair Councillor Derek Wiles of Ashurst Wood Parish Council has agreed to take over the chairmanship at the meeting scheduled for 23rd May.

The MSDC Infrastructure (County Infrastructure Levy-CIL) Working Group report was debated at some length, as it was being applied to 3 different areas of development, at different rates: Urban, Village and Rural.

There was comments on the progress of the Neighbourhood Plans from several of the Parish representatives. Public meetings and consultation surveys are underway in Haywards Heath and East Grinstead.

The problems with the provision of Youth Service in the District was a significant area of debate. Several representatives gave the position in relation to the problems as a result of reduction in the financial support and how they were consequently

tackling the various issues. `Streetmate`, part of Action for Children, have been giving a helping hand to some Mid Sussex communities.

(3) Age Concern, East Grinstead:

(Councillor Favor)

1. After meeting with Lorraine Dell-Louth, Chief Officer ACEG on Tuesday 6th March 2012, here are some of the comments to report as follows:

- a. Day Centre Update:** The EG Lions have ACEG as their charity of the year. They have been working with ACEG to realise refurbishing the day centre. This will include adding an orangery at the front of the building and transforming the current cellar into offices and totalling revamping the main day room to bring the centre up to a modern day environment
- b. Brand Partnership:** Age Concern East Grinstead has been awarded Brand Partnership by Age UK, one of only 3 former Age Concerns to achieve this status in West Sussex. ACEG will officially change its name to Age UK East Grinstead & District very shortly. They will also start to develop an Information and Advise Service specifically for older people
- c. Saturday Respite Club** which has been running for 9 years unfortunately lost its statutory funding in November 2010 and has continued running on its reserves.

Due to the lack of funding ACEG had reluctantly made the difficult decision that without further funding this service for carers of people living with dementia would have to close.

The CEO and Chairman had urgent talks with WSCC who have agreed to support the funding of the service on a month by month basis whilst the provision is reviewed for the East Grinstead Area.

- d. Costs:** Due to the escalating costs of delivering services ACEG have reviewed their current outgoings and have decided to postpone the breakfast club and return to the later opening time of 10 am. This combined with staff hours and salary cuts will enable the organisation to address some of the predicted deficits they have recently had to face.
- e. Trustees:** ACEG has 3 x new trustees who are enthusiastic and committed to develop and take the organisation forward in achieving its goals
- f. Fund Raising:** A fund raising sub-committee is currently being set up with an aim to raising £20k pa
- g. Activities:** New activities this year have included Zumba Gold and an Ancestry Course. Beginner IT classes continue to run on a regular basis and further tailored courses are also being run to expand on individuals knowledge base

The next ACEG Executive Committee Meeting will be on Wednesday 21st March 2012

**(4) East Grinstead Music & Arts Festival:
(Councillor Sweatman)**

It is reported that the federation has agreed that a page of photographs and text can be submitted by this group to go to the Queens book of photographs for the Jubilee celebrations.

The syllabus for this years dance has been on the website since November. The syllabus and entry form will be available until 31/01/12, thereafter only the syllabus will be available.

Adjudicator fees were agreed and a two tier system of mileage rates.

An update on the meeting held on 10/01/12, reported that 200 hundred syllabuses and 80 entry forms have been downloaded

As of the meeting 14/02/12 916 entries for dance, the most since 2004 and modern dance for over15,s have received 39 entries.

**(5) Gatwick Area Conservation Campaign:
(Councillor Wyan)**

GACC regard the production of the Gatwick Master Plan by the Airport Authority as the most important development in the last 6 months. The Master Plan was exhibited by Gatwick Airport Ltd (GAL), towards the end of last year, in many of the local Towns including East Grinstead where the event took place in Chequer Mead. The basis of the Plan is to increase passenger numbers to 40.5 million per year with an increase in the number of flights per day averaging 117.

Whilst GACC complimented GAL on producing a well written and well produced Master Plan, nevertheless the former was extremely critical of many of the statements and conclusions as the following will demonstrate.

GACC contend that:-

1:- The expansion of the Airport will mean more climate change damage and more aircraft noise and that, as a result, 12000 people will suffer increased noise levels.

2:- The Plan's prediction that the expansion will create 1700 jobs is simply a ploy to gain public support. Apparently the Gatwick Sustainable Development Strategy published in 2000 predicted an increase in employment of 7000 by 2008 whereas in fact it reduced by 2000.

3.- The figures in the Plan stating that the aviation sector directly accounts for £ 53 billion of UK GDP is a serious exaggeration and that the correct figure is £ 9 billion.

4:- There will be an increase in carbon emissions of 20% between 2010 and 2020, this at a time when all other industries and all individuals are being urged to cut theirs.

5:- The current Government has ruled out a second runway at Gatwick. However, the draft Master Plan reproduces the runway plan contained in the 2003 Air Transport White Paper while stating that the other runway location options may be considered. GACC has made it clear to GAL that if any new runway were to be seriously suggested, it would be strenuously opposed by GACC with, they believe, the support of hundreds of thousands of people in Surrey, Sussex and Kent.

The above sections, particularly that relating to noise levels, are dealt with in far more detail in the Response which is a document of only 10 pages and can be found on the website www.gacc.org.uk.

**(6) East Grinstead and District Access Group:
(Councillor Mrs Belsey)**

There is no report due to the recent change in the representative for this group.

**(7) East Grinstead Town Museum:
(Councillor Mainstone)**

The Museum is planning for an update in accreditation which involves a process of stakeholder mapping. This process has been agreed by the trustees and will involve sixteen groups of stakeholders, including the Town Council.

The chairman, Mike Hollins, would like to address all East Grinstead councillors to explain the latest news on the Museum. A suitable date for this is currently being considered. Later in the year all councillors will be invited to attend a "behind the scenes" visit to the Museum

The search for funding the extension to house the McIndoe / Guinea Pig collection continues. Many applications have been made. There has been a £5,000 grant from the Draper's Charitable Trust for the "preservation, cataloguing and bringing back into the public domain the QVH collection".

There is an ongoing training programme for volunteers, staff and trustees. The latest training involved customer service and guidance on how to increase visitor's donations.

The financial position at present allows the employment of the curator until the end of July 2012. It is essential that this staff position is continued into the future.

**(8) East Grinstead Christmas Lights Committee:
(Councillor Sillitoe)**

I have been in discussions with Melvin Phillips regarding the Christmas lights and he has stated that funding urgently needs to be reviewed over the next few months if things are to continue.

Last year the cost of refurbishment to the lights cost £7000

The cost of the lighting East Grinstead was around £14,000 and this year the funding fell short by about £2,000.

There are many reasons for the shortfall. The present financial climate has resulted in less contributions from local traders, there are fewer functions resulting in smaller bar takings and there are higher costs payable to the council to run the bars.

Concerts at Chequer Mead have ended, which in previous years funded the Christmas lights ,over three performances ,which monies raised were donated care of Marion Schuster.

Melvin also has concerns over the storage of the equipment now the Parish Halls are going.

All costs are higher, including electricity, VAT, Health & Safety, and equipment needs replacing some of the lights are 30 years old and some cables need replacing

this year at a cost of over a £1,000 with the current funding this is not going to be sustainable.

Melvin is now having to dip into reserves to keep things up-to-date and safe. Although they will be able to keep going in the short term, there may need to be cuts such as not lighting the Meridian Hall as this is deemed under used at this time. A review with the Town Council is essential in order to set plans in action for the future.

Once all the costs have been confirmed for this year, including costs for the electricity supply Melvin would like to meet with the council leaders to discuss future requirements.

**(9) Friends of East Grinstead Museum:
(Councillor Osborne)**

The Friends of the East Grinstead museum founded in 1983, supports the museum by fundraising as well as helping out at the museum behind the scenes and stewarding. It has a programme of talks and social events.

There are also regular events such as quizzes and although few in number, the committee has been successful in raising an appreciable sum this year by way of events that include talks, a race night and a concert at the Chequer Mead Community arts Centre.

The most successful fund raiser this year is likely to be the CM concert which it is hoped will return in the region of £2000.00. The earlier Race Night raised approx £500

A Summer Cream Tea is being planned for August 12th and prior to that on Friday 13th of April a talk by Gordon Gould, "On Foot in Sussex" will be held at East Court Mansion. They are hoping to take part in the Jubilee Celebrations by way of having a stall at East Court on the Sunday 3rd of June Family Day.

The committee is to be commended for their dedication and fund raising successes.

**(10) East Grinstead in Bloom:
(Councillors Mrs Burns)**

For more than a dozen years, EGIB has received an annual grant from the Town budget which has allowed us to engage in various activities to enhance the town. The hanging baskets which adorn East Grinstead's retailers from June to October, however, were the product of EGIB members who "rent" these to the business owners for a nominal sum. This sum covers most of the production costs of the baskets but leaves no profit.

Each year EGIB enters various categories of the Britain in Bloom chapter (South & South-east in Bloom) and in the past five years we have increased our Silver, Silver Gilt or Gold awards for the town overall, town centre and East Court park. The emphasis of this scheme has shifted over the past few years, from simple enhancing of town centres through floral medium to bio-diversity and neighbourhood regeneration.

In 2011 we purchased and placed two large self-watering planters on the High Street, which enhanced what is an already attractive area; these were both planted up with summer bedding and were very impressive. We now plan to tackle London Road; other than the few hanging baskets that EGIB has managed to close retailers on, there is little to commend it. Four of the large planters placed strategically down

London Road would make an enormous difference, and in particular would impress tourists arriving in the town by train or car.

Below are some of the additional projects/activities agreed upon for 2012.

- St. Swithuns' Diamond Jubilee Garden will be created by EGIB.
- Hurst Farm Pond adoption
- Compass Garden
- Wildflower Meadow will be continued

**(11) East Grinstead Business Assoc. Executive Committee:
(Councillor Whittaker)**

The association is delighted to have increased its membership by 50% during the past year. It is pleasing to note that they are working positively with the former chamber of commerce group where the relationship had drifted.

The social and networking events continue to occur regularly for new and existing members and the Association has made good links with both the Sussex Living magazine and the observer and courier to promote business interests in the Town and are having discussions with Meridian FM about a regular slot.

The Association has responded positively to surveys and consultation for the Town Council and District Council and has had meetings with the leadership of both to promote the views of the business community.

The association continues to lobby over parking / derelict sites and plans for regeneration and development proposal.

**(12) Wallis Centre Management Committee
(Councillor Burns)**

Having attended 2 meetings as a member of the Wallis Centre Management Committee I would like to report that now Stephen Pearson has come into the post of youth worker the centre is going from strength to strength with a real focus on delivering youth services of the highest level. After my first meeting as part of the committee I felt somewhat down hearted and deflated, as it appeared to me that the group had lost touch with the objective at hand. As with anything in life, evolution dictates the way we all move forward. The youth of today have a lot of influences that are wrapped around our technology boom. So what makes Wallis centre a viable option? That is the question I put to the board on the first meeting. The answer was that of silence, but must be addressed to ensure the role of the centre is determined.

However, I believe the tide has turned and under Stephens stewardship the Wallis Centre can once again reach the dizzy heights for which it is famed.

He has put together a detailed plan on how to interacted with local company's which again is another positive sign and his pro-active attitude to the tough task at hand.

The Youth Service and Centre face an uncertain future as WSCC have indicated that funding is guaranteed only until December 2014. The Committee is committed to working with community groups (including the Town Council) who may wish to

explore the possibility of taking over the facility and the provision of a youth service. It is noted the Public Service Committee will discuss this at a forthcoming meeting.

**(13) East Grinstead Council for Voluntary Services:
(Councillor Webster)**

The early part of the year was spent planning an office move from The Old Court House into East Court Mansion whilst continuing to provide services to member organisations and individuals under its theme "Local people in the voluntary, public and business sectors working together for our future in East Grinstead and surrounding parishes". The move took place in August with the usual training and networking events and publications continuing almost uninterrupted. The volunteer centre's work of matching willing volunteers to opportunities remains an important part of the CVS service.

Eighty people attended the AGM in October; Kieran Stigant, CEO of West Sussex County Council, spoke about Big Society, Dorothy Hatswell talked about the Museum and Stuart Scholes promoted the work of the East Grinstead Business Association. Town Mayor Cllr Saull and Mid Sussex District Council Chairman Cllr Mrs Thomas-Atkin opened and closed proceedings.

More recently effort has been put into negotiating and managing a merger between Mid Sussex (South) CVS and East Grinstead CVS. Both organisations share a common purpose and in these austere times a merger seems to make good economic sense.

Cllr Webster attended EG CVS Executive meetings through the year and many of their events to represent the Town Council, which is able to provide a grant in support of the work of the small EG CVS team.

**(14) East Grinstead Christmas Promotions Committee:
(Councillor Mainstone and O'Brien)**

At the AGM held in February the following were elected:

Chairman: Melvyn Phillips

Treasurer : Roger Martell

Press Officer: Simon Kerr

Secretary: Jo Wilkins

The annual summer market will take place on 21 July 2012. An application for road closure will be made for London Road (Old Post Office to High Street mini roundabout). There was discussion with the Jubilee committee to explore the idea of this event being held during the Jubilee weekend. However it was agreed that the weekend was already very busy and a separate date would be more popular with the public.

The Christmas Family Festival will be held on 9 December 2012. An application for road closure will be made for London Road (Railway Approach to the High Street). Improved plans for the role of the Town Mayor were discussed and agreed.

Cllr Mainstone attended a meeting with the High Street traders and it was agreed that they would like to support the two events. They would do this with activities in individual shops and live music on the paved area. The High Street would remain open to traffic on both dates. The Christmas Promotions committee welcome the interest shown by the High Street traders.

**(15) East Grinstead Fair Trade Town Steering Group
(Councillor Sweatman)**

Recent events that have taken place were the soroptomist event that attracted 50 people and the May Fair where Fair trade bananas were distributed to encourage people to buy Fair trade products.

A "Big Brew" was held at St. Peters School, in which Fair Trade had a stall. St. Peters is an eco school working towards Fair Trade status

Suggestions raised, were to talk to schools to establish which were working towards Fair Trade status, and by offering Fair Trade speakers and activities it could help with the implementation of the citizen curriculum, which would help schools with their community skills and behavior, giving pupils an opportunity to take responsibility.

An unfair Football match is due to take place at E.G.Town Football Club on 11th. March 2012. This is to highlight the disadvantage third world producers have on selling their products on the open market.

**(16) East Grinstead War Memorial Limited
(Councillor Mrs Belsey)**

The Company are well established and well run, They have met during the year and planned their ongoing projects. Finances are generally good and the intention is to move forward with investment into the East Court Estate lake area, background work to this has been undertaken..

The Company logo competition has been launched. Involving local schools, this has a two pronged approach of involving the next generation and achieving a new logo for the Company.

It is planned to plant trees to commemorate the Queens Diamond Jubilee and Specimen trees have been offered to Tanya Hayman as Tree Warden for consideration. The location has not as yet been determined.

**(17) Mid Sussex Association of Town Councils
(Town Mayor, Majority and Minority Group
Leaders and Councillor Mrs Belsey)**

The group has met twice during the year and has discussed emerging neighbourhood plans, big society plans and projects such as EASIT. The Group have written as a one to Mid Sussex District Council to ask questions around the Neighbourhood Plan process and have also made representation to Rt Hon Nicholas Soames MP concerning the emerging legislation. The group are forming a conduit for information and spirit of working together to represent the specific interests of the three towns in the District. The secretariat for 2011/12 has been Haywards Heath Town Council and this will pass to East Grinstead Town Council from May 2012 for the next year.

(18) Greenstede Talking News for the Blind
(Councillor Mrs Burns)

(19) Queen Victoria NHS Foundation Trust Governors
(Cllr Webster)

Cllr Webster took part in Governor Training and met with both the Chairman of the Board and CEO to discuss plans for the 23 acre estate. Discussions included closure of the Jubilee Ward due to declining usage and the difficulty of staffing a geriatric unit in a hospital whose core services are surgical and the construction of a new theatre block. Cllr Webster also attended regular Board of Governor meetings and the AGM of the hospital trust. The Town Clerk and Cllr Webster met with the Programme Director for Site Redevelopment and her Project Manager to review estate plans and tour the site.

Dr Adrian Bull, CEO, briefed the Town Council and an invited West Sussex County Councillor about the above plans.

As with all projects of this nature some moving around of departments has been necessary; these include relocation of the Medical Records Department to Cantelupe Road and moving the Sleep Disorder Centre out of rented accommodation in London Road back to the hospital site. A new Macmillan Cancer Information Centre has opened to provide free, confidential information and support to anyone affected by cancer. During the past year considerable time and effort has been devoted to ensuring long-term viability for the QVH in East Grinstead.

Amidst these changes the QVH is the most recommended NHS hospital in England, according to the latest Dr Foster Hospital Guide. This year, for the first time, the guide looks at what patients think about individual hospitals. Researchers found that 96% of patients said they would recommend QVH, placing it third on the most recommended list behind two private hospitals. QVH is the only NHS hospital in the top five on the list which is a well earned accolade for the staff and management.

It should be stressed that the QVH employs almost 1,000 people, which makes it a major employer in the town.

Agenda Item 10: NEIGHBOURHOOD PLAN WORKING GROUP (Min 287 26.01.12)

The Following update has been provided by the Chairman of the Steering group Cllr Mrs Brunson:

The second survey concerning Town Centre regeneration and business development was conducted during February. There was an increase in the number of responses on line which is to be encouraged as the information is able to be more easily analysed and presented for consideration. There were 300 responses to this survey

A summary of some of the results is as follows (the full results will be posted on the town council web page within the next few days:

% in Agreement of policy statements (rounded to nearest 1%):

To create a Town in which all people should be able to satisfy their needs and enjoy a better quality of life, both now and in the future	99%
To improve ease of movement within the town centre by providing safe, direct and attractive routes that encourage walking, cycling and use of public transport.	91%
To create opportunities for new and existing businesses and tourism within the town	99%
To enhance the public realm and the overall appearance of the town centre to reflect the heritage and character of our Ancient Market Town	97%
To ensure new development respects and builds on East Grinstead's special identity and character.	96%

The top five items that would help getting around the town were:

- Increase the provision of short stay car parking spaces in the town centre
- Keep the traffic calming measures to roads in London Road and High Street
- Increase the provision of car parking spaces at the Railway Station
- Alter the road network to introduce a one-way system which includes the widening of pavements in London Road - Main Shopping Area
- Alter the road network to introduce a one-way system which includes the widening of pavements in High Street

The top five actions to improve the town centre were:

- Making shop fronts and signs more in keeping with historic architecture
- More landscaping and trees
- Removal of street clutter
- Less traffic
- More squares and open spaces

The Three sites that need most improvement are:

- Railway Approach
- Queens Walk
- London Road – Main shopping area

The top public facility to be in the town centre:

- Public Toilets

54% of respondents felt the range of shops in East Grinstead was "Poor"

40% of respondents felt the range of eating places in East Grinstead was "Good"

62% of shoppers do most of their shopping in East Grinstead

For those that did not the most popular place to shop outside of the town was Crawley

For those who do not shop in East Grinstead 95% said this was because of the poor range of shops

The Five things that would make East Grinstead a better place to shop would be:

- Small independent and specialist shops

- A department store
- National Chain Stores
- Farmers Market
- Men's Clothing stores

70% of respondents do most of their socialising in East Grinstead

The five things that would attract people to the Town Centre in the evening were:

- A safe environment
- Restaurants and Cafes
- Cinema
- Theatre
- Town Square or Piazza

65% of respondents do not commute to work

For those that did the majority commuted to London

For those that did the majority commuted by car

27% work from home at least sometimes

Of those that do 26% always worked from home

95% supported the redevelopment of empty office blocks for other uses

93% have broadband internet

73% of respondents who ran a business from East Grinstead said the existing broadband service met their needs

98% felt it was important to encourage local jobs

95% would support the expansion or redesign of existing industrial estates to create business opportunities

73% would support a new technology park or industrial estate

Over 100 comments were provided which have been passed to the Steering group and will be replicated in full on the website.

Mid Sussex District Council have requested that numbers for housing allocation and the sites of these be submitted to MSDC by 31st March. As the WSCC Atkins report phase 3 (London Road junctions and traffic capacity) is about to be released we have advised that we may have to get some advice and therefore not meet this deadline although figures as soon as possible thereafter will be provided. It was hoped to bring figures to this committee for discussion, however this may not be possible by 22nd March and may therefore be presented to the Chair and Vice Chair for a delegated decision and the information emailed to all Councillors once the Steering Group have been able to determine the proposals.

The Steering Group have discussed the need to engage a professional to draft the report based on the evidence and information gathered. They have recommended to the Committee that this would be an appropriate use of some of the money granted by CLG for front runner funding to ensure that the plan is robust and will stand up to scrutiny. The number of days is not expected to be large for the draft, although the current officer resources would be stretched to do so.

The Committee are asked to approve the following recommendation:

- 1 To appoint an appropriate planning consultant to draft the neighbourhood plan

Agenda Item 11 : CONSULTATION WORKING GROUP (Min 288 26.01.12)

The Consultation Group has submitted consultation responses on South East Water Drought Plan and Community Infrastructure Levy Schedule as well as the merger of the CVS which was reported to Public Services Committee. All of the responses have been circulated to members when finalised.

Agenda item 12: APPOINTMENT OF INTERNAL AUDITOR (Min 359 04.04.11)

There is a requirement for the post of Internal Auditor to be an annual appointment made by elected members.

Paul Hartley, MIOB, has provided sound and effective internal audit services for the Council this past year. His report will be considered at the next meeting on 21st June 2012. Members are requested to reappoint Mr Paul Hartley as Internal Auditor for the year ended 31st March 2013.

Subject to Mr Hartley's reappointment your Officers will be meeting with him in April to agree the Internal Audit Plan for 2012/2013 financial year, which will be reported to the next meeting on 21 June 2012 together with the outcomes of this year's internal audit programme.

Members' instructions are requested.

Agenda item 13: RISK MANAGEMENT (Min 153 03.10.11)

At the meeting of Committee on 22nd September 2011 Members considered the biannual Risk Management report that identified the highest rated risks to the Council that were targeted to be addressed in the year to 31 March 2012. The detailed risk register (Appendix B attached) summarises the progress and actions that have been taken in the last six months together with any newly identified risks.

There has been movement on the following risks in the last six months, details of which can be seen on the page number below in Appendix B:

Risk	Page	Hazard
Bus Shelters	P.1.	Requirement for Highways Licensing.
Computing	P.3	Training in software – excel, access, webmail.
	P.3	Implement web filter – old risk to be addressed on change of server.
Land	P.6	Title deeds etc

Open Spaces	P.7	Agreements covering use of Council Land/Buildings (e.g. Market)
Planning	P.10	Expending resources on projects which are not deliverable by EGTC
Public Buildings	P.13	H & S risk assessment room by room
Public conveniences	P.14	Old risk renewed because of new toilets. Special bins requirement.
Web sites	P.15	Non compliance with Data Protection.

In addition the RFO has reviewed a 'Town Council Risk Management' guide issued by Aviva , our insurer, in order to ensure that we have considered all relevant risks. RFO has also conducted an assessment of Display Screen Equipment and other workstation matters, and has issued checklists in respect of the risks associated with upcoming organised events such as the Diamond Jubilee and Olympic Torch Relay.

Members are requested to note/consider the following items.

Agenda item 14: ANNUAL STAFF TRAINING REPORT (Min 365 24/11/11)

This annual report shows the training, both formal and informal, that has been undertaken by staff during the previous twelve months. This is an essential means of confirming the Council's commitment to training and continuing professional development of its staff resource. It is also important to recognise the role that training plays in developing staff to better undertake their work and serve the local community. The Town Council was last re-certificated as an IIP organisation in 2010, and our next re-evaluation is programmed for 2013. Members are asked to note.

Name	Trainer	Training Activity	Date
Julie Holden	SLCC	Attendance at larger councils conference	17.04.12
Julie Holden	Reading University	Neighbourhood Planning Course	21.07.12
Julie Holden	SLCC	Certificate in Local Council Administration	21.01.12
Alison Merricks	Central Sussex College	National Certificate for Personal Licence Holders	26.05.11
Alison Merricks	Blue Earth Training	Emergency First Aid at Work	08.09.11
Alison Merricks	Central Sussex College	Microsoft Outlook 2007 Proficient User	20.09.11
Katrina Hamill	ICCM	Granting & Transferring Exclusive Rights of Burial	06.09.11
Katrina Hamill	Blue Earth Training	Emergency First Aid at Work	08.09.11
Katrina Hamill	Central Sussex College	Microsoft Outlook 2007 Proficient User	20.09.11
Nigel Foster	Mid Sussex District Council	Applied Criminology Associates – Partnership Problem Solving Course	Sep 2011
Nigel Foster	Blue Earth Training	Emergency First Aid at Work	08.09.11

Jonathan Ansley	Central Sussex College	First Aid at Work	30.11.11
Jonathan Ansley	Chichester College	Manually Fed Wood Chipper Operations	05.03.12
Mark Hayward	Blue Earth Training	Emergency First Aid at Work	08.09.11
Sue Batt	Blue Earth Training	Emergency First Aid at Work	08.09.11
Luc Pineau	Blue Earth Training	Emergency First Aid at Work	08.09.11

Clerks Training programme:

The Town Clerk attends occasional training events as they occur during the year, mostly local networking and legal updates. As there is no line manager the Committee is asked to approve the following training programme for the Clerk.

Society of Local Council Clerks (SLCC), Larger Councils Conference	19/20th April	£365
SALC clerks networking/ training updates	4 during the year	£0
SLCC adhoc training for specific issues of local council administration as they arise	Assume 3 per year	£90 each

The Clerk is currently awaiting the result of the Certificate in Local Council Administration (CiLCA). Once this is successfully passed the Clerk would like to consider the Level Four Certificate of Higher Education – (the first level of the Foundation Degree in Community Engagement and Governance) however costings and study methods will need to be explored and the Clerk will bring this back to committee at a later stage when CiLCA has been notified as complete and the details of the new years' intake can be established.

Members are asked to approve the Clerks training programme for the year

Agenda item 15: ANNUAL ESTABLISHMENT REPORT (Min 369 24/3/11)

In accordance with standard practice, for Member information and to meet audit requirements, Committee is asked to formally note details of the Council's current approved establishment.

The approved establishment details for 2012/2013 financial year are as set out below. There are no vacancies at present.

A staff review is currently underway. This was started in November last year and is being undertaken by Paul Hartley. His brief was to consider the establishment structure and determine whether it is appropriately serving the Council's committee structure and realm of operations. He is also asked to comment on the grades of the current staff structure to ensure that similar posts are in line. Some changes are expected when the results of his

report is known, it is anticipated that there will not be an overall increase in grades, but realignment of some posts. The report will be brought to the June Committee with firm recommendations for structure change. As part of the report a consideration of the Chequer Mead Arts centre establishment was also undertaken to see if there are areas of overlap that could benefit both organisations should sharing of some functions be undertaken. Administration, caretaking and marketing are among the functions being considered.

Title	Postholder	Spinal Point Range	Spinal Point 11/12	Spinal Point 12/13
Town Clerk	Mrs J Holden	56-60 ^{*1}	59 ^{*1}	60 ^{*1}
Town Clerk's PA (p/t)	Mrs S Bunting	22-25 ^{*2}	25 ^{*2}	25 ^{*2}
Head of Finance & Support Services	B Male	41-44	44	44
Finance Assistant	P Carr	18-25	25	25
Receptionist (p/t)	Mrs A Merrick	14-21	19	20
Amenities Manager	K Astley	38-41	41	41
Assistant Amenities Manager	N Foster	20-25	25	25
Admin Assistant (p/t)	Mrs L Williams	14-21	21	21
Admin Assistant (C&OS)	Mrs K Hamill	14-21	20	21
Cemetery Foreman	G Hearn	14-17	17	17
Cemetery Assistant	G Woodward	10-13	13	13
Outdoor Services Foreman	J Ansley	14-17	17	17
Outdoor Services Asst	M Hayward	10-13	13	13
Handyman(p/t)	N Woodward	10-13	13	13
Gardening Asst (Casual)	J Clayden	*3	-	-
Handyman(p/t)	R Gwatkin	10-13	13	13
Seasonal Assistant	Z Merricks	*3	-	-
Cleaner/Caretaker	Luke Pineau	5-7	7	7
Cleaner (p/t)	Mrs S Batt	5-7	5	6
Foreman Cleaner/Caretaker	S Townsend	10-13	13	13
Business Support/Tourism Officer	S Kerr	22-28	28	28
Tourism Assistant (p/t)	Mrs D Spalding	10-13	13	13

Notes:

*¹ plus added qualification increment(s) for qualifications and essential user car allowance (Min 53 9.12.10 national salary scales agreement NALC/SLCC).

*² This grade is personal to post holder.

*³ this is an agreed hourly rate.

Town Clerks Personal Assistant

The Town Clerks PA has requested from 1st April 2012 to amend her hours to two days per week. As part of the above staff structure review this is felt to be able to be accommodated and has been agreed on a six month review period. This will result in some changes for the support to the Town Mayor's diary but is believed to be possible. This would not have been possible had the members not changed from a paper system of agenda and committee papers and is a direct saving that can be attributed to the change in office procedure. Other administration staff should be able to cover the general duties of the PA during the part of the week that she is not present. The Town Mayor however will be asked to liaise with the Town Clerk

Monday – Wednesday as the PA will work Thursday and Fridays (although with notice this can be amended in reply to specific demands).

Members are asked to note this report.

Agenda item 16: COMMUNITY SPONSORSHIP REQUESTS

Two approaches for sponsorship have been made to the Town Council for financial contributions towards events that they are holding in 2012. The committee is asked to consider these and instruct officers as to whether they wish to make a financial contribution.

East Grinstead Swimming Club

The Swimming Club is celebrating 100 years in 2012. To mark this they are challenging the club members and special guests to a 100 mile swim in the High Street on 25th -27th May. An aqua trainer pool is to be set up (donated by Hydropool in Felbridge) and laps will be swum in order to reach the 100 miles. It is expected to take 50 hours to make the

The club are asking corporate sponsorship of a minimum of £100 to stage this event and raise funds for the club. Representatives have asked whether the Town Council would consider a higher figure around £200.

Members are asked to confirm support of the event and determine how much if any grant should be paid. This could be paid from youth sports grants or community grants, both of which will be considered later in the year, however the event being before this requires an earlier decision. Youth Sports has a budget of £1000 and Community Grants £3,900.

Bluebell Railway

The Bluebell Railway have approached the Town Council with an offer to be the overall sponsor of a walk that is planned to take place. The following has been received from Roger Kelly

Introduction

It is proposed to run a one-off sponsored walk between Kingscote and East Grinstead, to be known as the Track Trek, to raise funds towards the completion of the Northern Extension Project (NEP) in the autumn 2012. The event will be open to anyone, including those who are not members of BRPS, physically able to cope with the terrain. This document describes the organisation and management of the event.

Timing

The date will be dependent on the completion of track lying through Imberhorne cutting and the removal of clay capping. Sunday 7th October 2012 has been provisionally chosen and the walkers would commence their Trek between 10:30 and 14:30 from East Grinstead and 11:45 and 15:45 from Kingscote with the target that all walkers have completed their walk by 17:00.

Risks and Controls

A full risk analysis is being carried out and health and safety issues will be addressed

Publicity and Administration

It is still planned to announce the Trek in the summer edition of Bluebell News by which time a date will have been agreed. Publicity will also be sought using local "freebie" papers and radio and details will be on the Bluebell web site. Publicity at local schools will be considered dependant on school holidays.

Intending walkers will be encouraged to pre-register, by E-mail or snail mail. There will be an entry fee per walker of £10, deductible from the raised sponsorship. The entry list will be maintained on a spreadsheet to enable follow-up recovery of sponsorship.

On the day walkers will be required to confirm their participation to enable an audit trail of participants and completers. They will be given a medal and certificate of completion to claim their personal sponsorship

Budget

The expected cost of the event is as follows:

<i>Item</i>	<i>Cost £</i>
<i>Publicity and printing</i>	<i>150</i>
<i>Free refreshments at cost (2 x 150 x 70p)</i>	<i>210</i>
<i>First Aid and marshals expenses including the hire of two way radios</i>	<i>200</i>
<i>Commemorative medal - double sided 150* £1.34</i>	<i>201</i>
<i>Opening East Grinstead station</i>	<i>100</i>
<i>Collection of Trek sponsorship (postage and claiming gift aid)</i>	<i>50</i>
<i>Contingency</i>	<i>89</i>
<i>Total</i>	<i>1,000</i>

Sponsorship

East Grinstead Town Council is invited to be the sole sponsor for this event at a cost of £1,000 to be paid two weeks before the event to the Bluebell Railway Plc. Their name would go on all publicity and be engraved on the reverse of the commemorative medal. Participation of councillors and staff would be very welcome.

Sole Sponsorship is requested as it is the best way to promote the sponsor in the media and elsewhere. Previous attempts to gain financial support from the East Grinstead Business Community have been unsuccessful.

The Track Trek will be a one off as once the extension is in service it is unlikely there will be the opportunity for the public to walk the line again.

This sponsorship will bring the EGTC contribution to the Northern Extension Project to £3,600 over five years. This is less than 0.1% of the project cost. The project is estimated to bring £1 million a year into East Grinstead at the expense of the Bluebell's own retail revenue.

Roger Kelly
Funding Director

Members instructions are requested. Should members wish to make an award this could be taken from Community Grants, a payment of £1000 would be more than $\frac{1}{4}$ of the budget in one award (budget £3,900). Alternately The award could be split between two or more budget heads and codes which could be appropriate include the General Tourism budget (£5000), business initiatives (budget of £630) or campaign initiatives (budget £750) as once the bluebell is up and running the revenue and additional Tourist trade benefits will be realised and benefit the town as a whole.

Town Clerk's Report Ends