

EAST GRINSTEAD TOWN COUNCIL

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

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6th December 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, 13th DECEMBER 2012 at 7.00 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 7.15 p.m. - Apologies for absence.
- 3 To receive the Minutes of the meeting held on 20th September 2012.
- 4 Any matters arising from the minutes not covered elsewhere on the Agenda
- 5 To receive any Declarations of Personal, Prejudicial and Pecuniary Interest.
- 6 Address from Mr Mike Hollins EG Museum – Museum Update

Items to receive / discuss

- 7 To receive the accounts for Sept, Oct, Nov 2012 (Min. 141 20.9.12).
- 8 Town Council Finances - Position Statement (Min. 142 20.9.12)
- 9 Performance Indicators (Min. 143 20.9.12).
- 10 Neighbourhood Plan Working Party (Min. 145 20.9.12)
- 11 Consultation Working Group (Min 146 20.9.12)

12 Outside body reports from Councillor representatives (Min 356 22.3.12)

13 Review of Electronic Despatch of Papers (Min 157 22.9.12)

Items for decision

14 Youth Sports Grants (Min 289 26.1.12)

15 Recommendations from Committees

16 Calendar of Meetings (Min. 156 22.9.11)

17 Any other Urgent Business to note

NB The next meeting of the Committee will be held THURSDAY 21st MARCH at 7.00pm, An additional meeting of the Finance and General Purposes committee to consider the 2013/14 budget for this committees work will be held on THURSDAY 23rd JANUARY 2013 immediately following the close of the Amenities and Tourism Committee subject to agreement at item agenda 16 (above).

EAST GRINSTEAD TOWN COUNCIL

To: All Members of the Finance & General Purposes Committee (13.12.12)
(Other distribution for information only)

Agenda item 7 : TO RECEIVE ACCOUNTS FOR September, October and November 2012 (Min 141 20.9.12)

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

Agenda Item 8: TOWN COUNCIL FINANCES – POSITION STATEMENT (Min 142 20.09.12)

Members are asked to note that the balances on the various Town Council accounts at 5th December 2012 were, rounded to the nearest £, as below. (L.Y.£936,441)

	£
Natwest Direct Res on demand 1.14%	381,666
Santander Time Deposit 18 mths to 7/12/2012 2.29%	50,000
Natwest Current – on demand	41,796
RBS Term Deposit 36 mths to 2/12/2013 3.85%	250,000
Natwest Term Deposit 18 mths to 20/01/2013 3.00%	150,000
Natwest Term Deposit 12 mths to 22/05/2013 3.25%	175,000
Total	1,048,462

Due to a simplification of accounting guidelines for 'smaller councils' we are no longer required to maintain separate accounts for Capital items. Accordingly, and in order to save on bank charges, we have closed the Capital bank accounts and transferred the funds to the Current and Reserve accounts shown above.

Agenda item 9 : PERFORMANCE INDICATORS (Min 143 20. 9.12)

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

Members are asked to note this report.

Item	September	October	November
Invoices paid within 30 days	100%(100%)	98%(98%)	98%(99%)
Total staff sickness in days	0 (2)	8 (1)	20 (6)

The high number of staff sickness in November was mostly incurred by one staff member.

Agenda Item 10: NEIGHBOURHOOD PLAN WORKING PARTY (Min 145 20.09.12)

The Neighbourhood Plan Working Group continues to meet regularly. Primary and secondary school surveys, now nearing completion, have yielded interesting and insightful feedback from our young residents.

A quote from an 8 year old boy stands out; "When I grow up I want to have a wife and a house in East Grinstead. I want to work in East Grinstead so I don't have to waste a lot of time commuting. It is also bad for the environment".

Two workshops have been facilitated by our consultants, AR Urbanism. The first dealt with economic regeneration and the town centre. It included a guided Place Check in which elements of the historic High St., London Rd. and Railway Approach were examined in detail.

The second workshop included a feedback presentation from the first event and focused on some of the important points raised, most notably housing, transport, infrastructure and economic development. Participants contributed openly and constructively to discussions, which at times involved sensitive issues such as balancing housing needs with constraints imposed by infrastructure deficits and the Habitats Directive. We believe participants left with a feeling that we must produce a plan which is to the long-term benefit of our town.

This may involve replacing existing housing with more appropriate homes or building additional homes to meet proven demand as part of a phased programme over 20 years; provided existing constraints are adequately addressed.

Policies included in the Neighbourhood Plan will address issues identified through the extensive survey work which has been undertaken by both the Town Council and AR Urbanism.

Neighbourhood planning activity is recorded on a new website www.eastgrinsteadplan.org.uk and contributions to the feedback pages are welcomed.

Our intention had been to present a draft plan to full Council in January 2013, but this will now be postponed until April 2013 to ensure the plan is as sound and inclusive as possible, giving more time for the inclusion of the evidence still being gathered. We remain hopeful that the plan can be brought into force in late autumn 2013, provided it receives a positive vote from more than 50% of those who vote in the required referendum.

Members are asked to note this progress.

Agenda Item 11 : CONSULTATION WORKING GROUP (Min 146 20.09.12)

Since the last meeting consultation responses have been made in respect of: PR-NAV circulated to members via their email accounts on 31st October.

Members are asked to note this update.

Agenda item 12: OUTSIDE BODY REPORTS FROM COUNCILLOR REPRESENTATIVES (Min 356 22.3.12)

Cllr Favor EGTC Representative for Age Concern East Grinstead

This report was based from Pam Mitchell, Interim CEO's Report to the Executive Committee 15th November 2012

- 1. Swan Mead and Premises:** Expression of interest in possibly moving to the Wallis centre as a community services centre should the Town Council proceed with transfer of the asset has been made. The CEO and the Town Clerk have had initial discussions and the Town Council will provide some further details to

help with considering this option further. Swan Mead (principally Activity Centre room) needs decorating, quotes has been obtained. Kitchen staff working well offering an excellent service and numbers increasing consistently (especially on a Friday) - current issue around kitchen equipment and other items needs resolving. Health and safety issues and risk assessments to be reviewed

2. **Strengthening of the Board of Trustees** – There are 8 at present, there should be nine and possibly two more. Looking for trustees with legal, HR, fundraising and media/marketing experience. Possibility of undertaking governance training with Age UK for new/existing trustees.
3. **Staffing** - Current staffing levels need increasing. There are difficulties caused in terms of back-up when one member of staff away. Proposal being considered around (a) closing centre for one week to allow catch-up, (b) increasing staff hours temporarily to allow for revision of tasks, (c) Trustee/staff away day, (d) identifying funds for extra member of staff to provide back-up and support and to fill in around holidays and sickness. Need to devise plan to ensure that no staff members are in the centre on their own.
4. **Age UK Partnership and Age UK Links**– The website is now up and running. Brand partnership issues being sorted and packs rebranded. Additional support around governance, policies, etc. will be provided. Meeting was held with Age UK Horsham District around links and possibility of joint governance training and with Age UK West Sussex around Help at Home collaboration and how to resolve issues around difference in boundaries and approaches.
5. **Saturday Dementia Club** - is successful and new members join all the time, very well-supported by carers. Possibility of offering more wide-reaching dementia service. This service needs to be funded beyond March 2013, currently searching for funding opportunities, alternative and innovative funding ideas to make it sustainable. Funding bid being addressed around WSCC Prevention and Wellbeing Programme and application being submitted around Winter 2012 Isolation Payment.
6. **Current membership** on a steady rise and activities Centre busiest on a Tuesday and other days increasing. There is good level of volunteer support around centre activities and better volunteer support will be implemented and reward scheme will be initiated.
7. **Centre Activities**- New IT courses going very well, art and craft not well attended – plan to hold once a month only and replace other session with IT classes, ‘chill-out’ days and games. Looking at more activities for ‘younger older people’, such as languages, photography, ancestry, etc. and activities for older men around cookery demonstrations and healthy eating. Other physical activity classes – such as improving posture. 2013 partnership agreed with Foresight to run surgeries at Centre.
8. **Help at Home Service** – having difficulty finding assistants in the southern part of the HAH area, in spite of advertising, and also one assistant left and one on maternity leave. Current split between north and south of area 60:40, aim to research ways of increasing northern area to at least 80:20. Problems with other

AUKs (West Sussex and Crawley) advertising HAH in our area. Aim to develop service around gardening/DIY and perhaps home visiting.

Events, Outings and Holiday - AGM held and well-attended – members enjoyed ‘tea dance’. Holiday fully booked and very well received – issue around anyone needing extra support and space for carers to be offered. Sponsored Walk held with £1,300 raised. Race Night not very successful as with low take-up, Christmas party will be on Friday 14th December 2012 and Christmas event for Sat Dementia Club currently being planned. Next year (2013) events programme being produced and venues researched – aim to use other local (cheaper) venues as well as move events around the District – to fit in with/build on events such as Older People’s Day.

Cllr Wyan Representative for Gatwick Area Conservation Campaign

Over the past months, 2 topics have been uppermost on GACC's Agenda.

A.- The Gatwick Master Plan, published 19 July 2012, and the possibility of a second runway.

B.- PRNAV - The new navigation system used by Aircraft departing Gatwick

A.- Gatwick Master Plan - Some important facts:-

1.- Gatwick Airport Ltd (GAL) plan to increase the passenger throughput from 33 million in 2011 to 40 million in 2020 with an average of 117 extra flights per day.

2.- GACC contend that this would mean a 50% increase in the number of people affected by noise.

3.- GAL are giving a low priority to the possibility of a second runway but their major shareholder, Global Infrastructure Partners, intend to sell their shares in 2018 and to maximise their selling price, they need to persuade the Government to make favourable references to a second Gatwick runway.

4.- GACC contend that:-

a)- the site for the proposed second runway is too close to the existing one to allow sufficient room for aircraft to park or manoeuvre between them.

b)- a runway to the north of the airport would mean the virtual destruction of the village of Charlwood.

c)- GAL's suggestion that the 7 million increase in passengers will result in 1200 more jobs at the

airport is unlikely since a similar increase of 7 million passengers between 1997 and 2012 was matched by a reduction of 4600 jobs.

B)- PRNAV - The new Navigation System

This is a new system, similar to the SATNAV in Cars, which allows aircraft taking off from Gatwick to much more accurately fly within the Government's NPR (Noise Preferential Route). However, Easyjet have up-graded their navigational equipment and as a result, now fly closer to East Grinstead with the resultant increase in the level of noise particularly to those who live in the West of the Town. The problem is that their new flight-path is still within the NPR.

The Town Clerk has written to and received support from Nicholas Soames and WSCC for the problem and there has been a meeting with Easyjet. But the fact remains that so long as the aircraft fly within the NPR, there is little that can be done other than to monitor the situation.

Cllr Mrs Belsey EGTC representative for East Grinstead War Memorial Limited

I have attended several meetings of the East Grinstead War Memorial Limited during the past twelve months culminating in the General Meeting of the Council of Management on Wednesday 3rd October 2012 in the Foyer Room at Chequer Mead.

This is an extremely well run well ordered committee that takes its responsibilities extremely seriously. I have been impressed with the dedication of the members to all the tasks it undertakes.

The finances are in a good state with a considerable sum has being invested in order to mark all the boundaries of the land belonging to EGWM. This has been an extensive exercise but deemed worthwhile particularly with adjoining land being registered by various builders.

A logo competition was held to find a suitable new logo. Although the competition attracted a poor response a winning design was chosen and has since been adopted on the companies letterhead paper.

New Solicitors have been appointed whilst retaining the previous solicitors until work the work they are currently undertaking has been finalised.

It was decided to plant six trees with metal surrounds and plaques to commemorate the Jubilee and these were planted by local schools and dignatories including the Town Mayor in November.

A plan of extensive work on the Lake and surrounding area in East Court has been agreed with Allan Tyler being in charge of the planning and fulfilment of this task. Allan is working closely with MSDC on this project.

Maintenance work on the land owned by EGWM is agreed and carried out on an ongoing basis. As is the maintenance and clearance of the pathways and the boundaries owned by the company.

As I said at the start of this report, EGWM is a well run company with hard working members who work to safeguard its assets for the benefit of the residents of East Grinstead.

Mid Sussex Association of Town Councils - represented by Cllrs Mrs Bennett, Webster, Mainstone and O'Brien.

Meetings have been Held in July and November at East Grinstead and Haywards Heath respectively. Matters on the agenda included:

The representation of Mid Sussex interests at a County Council Strategic Asset management committee where after petition to the Chief Executive of MSDC it was established that the Three Towns could put forward a joint representative if the WSCC Committee would allow this as MSDC were not wishing to do attend.

The calculation of the MSDC council Tax base in light of government changes to ensure that the towns are not unfairly affected by the changes

Neighbourhood Town progress, all three towns are progressing with plans, Burgess Hill are doing a narrower one as they have a town strategy that has been progressing before NP came about. Haywards Heath and East Grinstead are in similar places.

The MSDC parking strategy whereby MSDC have indicated that they are open to the proposals from Town Councils to take over the running of the car parks. They indicated that EGTC considered this some time ago but this was not deemed viable although this has been questioned by EGTC as to when this was. It was stated that the District may agree to hand over the management to the Towns but would still require an income payment to compensate for the loss of revenue. This may mean that the proposal is simply not possible.

The procedure for S106 payments consultation with the Towns and what strategy is used at the District to prioritise the money.

The third meeting of the year is scheduled for March in Burgess Hill.

East Grinstead Arts Festival represented by Cllr Sweatman

The recent festival at Chequer Mead proved to be a success, with a number of new members, who would be forwarded an invitation to the AGM later in the year.

E-Mail was received from the federation regarding the Queens Jubilee book, this was forwarded to the Queen and books are now on sale for £25.00.

Julie Mockford has resigned from the committee, and will be sadly missed.

Treasurers report that current a/c stands @ £163.06 and dep a/c @ £11000.00

Queen Victoria Hospital represented by Cllr Webster (Stakeholder Governor)

The new theatres development project remains on time and within budget with a planned completion date of June 2013. The six theatre block will come in to use in July 2013 dependent on the hospital's commissioning programme.

Close contact is being maintained with the local residents most affected by the construction works. Co-operation remains high.

The Hospital Board have approved the groundwork for four additional theatres and this work will be included in the current contract. Work will commence in April 2013.

The first six months of the year saw a better than expected financial performance by 5% (£600k). The prediction for the second six months is that targets will be met but not exceeded. The second six months is traditionally harder because of Christmas and possible bad weather.

A marketing strategy has been prepared and a staff member is to be hired to improve marketing especially the on line presence of the QVH.

Council for Voluntary Services represented by Cllr Norman Webster

Mrs Elizabeth Peel recently stood down as Chairman and is replaced by Mrs Margaret Collins. Mrs Peel has dedicated the past 40 years of her life to the community of Mid Sussex and her leadership will be missed. A new trustee is being sought to expand the trustee board.

Mrs Peel has recently been awarded the Bright FM Lifetime Achievement Award for her very extensive and long-term commitment to community work. This award is a fitting tribute to decades of community service.

Despite the best efforts of all concerned a possible merger of the East Grinstead CVS with the Mid Sussex (South) CVS is not going ahead as planned and it has been agreed both branches will remain autonomous.

The CVS is very grateful for the financial support received from the Town Council and for the way in which they have been welcomed into their new offices in the Mansion House. They remain grateful for the meeting rooms which are made available for their use at no cost to their organisation.

Future funding remains of concern and new ways of earning income or increasing services to make membership more attractive are always being sought.

Felbridge Beef and Faggot Trust represented by Cllr Saull

This Charitable Trust was registered in 1866, following a Codicil in a Will in 1791. It is centered around St John's Church, Felbridge. It has an interesting recorded history.

This year's annual meeting was held on 5th December with the group of Trustees: Town Council representative Councillor John Saull was elected as a further Trustee.

Rev Stephen Bowen, chairman for the past 32 years was unable to attend, however, he is retiring as Vicar of St John's church, Felbridge at the end of this year, his replacement who will become chairman has yet to be announced.

The focus of the meeting was to review the of the Trust's financial affairs during the past year and principally to agree the annual list of beneficiaries, who are deemed eligible for a cash Charity grant- this year there are 17 listed, including 3 couples. A total of £825 will be distributed before Christmas.

The eligibility of deserving people are those resident within 2 ½ miles of the school house, in the district of Felbridge.

The Charity is in a sound financial state as the investment in the Charities Investment Fund (COIF) has been untouched for many years. COIF receipts provide the sum for distribution each year.

East Grinstead Business Association represented by Cllr Whittaker

The EGBA have remained very active in the past six months. In particular regular informative newsletters are sent out monthly , and there have been six " Buzz " meet and greet evening events where members exchange views in a relaxed atmosphere , and this has been a good base for further membership recruitment.

Two important EGBA Executive meetings have been held, and recently on 17 November members were at Sainsbury's store to promote the recently launched Visit East Grinstead Website, by handing out promotional material and discussing local business actions with public.

Stuart Scholes remains a highly active and effective Chief Executive of the EGBA, regularly meeting many business principals in the Town, as well as Councillors from Town, District, County, and our MP Nicholas Soames, as well as the Police.

Twice Stuart was a guest of Meridian FM radio making show appearances to promote many Town strengths, including the EGBA strong consultation and communication skills with our local retailers, businesses, and many voluntary organisations.

The EGBA have been integral in promoting and supporting the Young Enterprise business mentoring scheme in the Town, and I am delighted to say that this year a team from Imberhorne School are participating, aided by mentors from the EGBA who are giving freely of their time and expertise. In July the EGBA also provided six members to Sackville school for a day where they conducted a number of mock interviews for 17 year old students, to give them invaluable interview technique exposure.

The EGBA are also closely involved with Neighbourhood planning consultations, Sir Archibald McIndoe Memorial fundraising, Bluebell Railway promotion, and broadening links with the many Town sports clubs exploring further promotional and sponsorship opportunities.

East Grinstead and District Access Group represented by Cllr Saul

Executive Committee meetings were held on 26th June and 4th September, in the office at the new location of East Court. The assistance for the office smooth move given by the Town Council was acknowledged as well as that of MSDC in relation to the Lease Terms and financial arrangements in which they will cover the difference in the rent. A letter of gratitude was sent to the East Grinstead Town Clerk.

Two Collections were made as is customary, one at Sainsburys on 30th June and the other at Waitrose on 6th October- the total sum raised was nearly £900.

The Annual General Meeting chaired by the Acting Chairman was held in the Cranston Suite, East Court. on 24th September. Cllr Mandy Thomas-Atkin, chairman MSDC was invited to open and close the meeting. The Annual Report and Statement of Accounts for year end 31st March 2012 was tabled and approved. Mrs Eve Keel, Treasurer for 10 years has had to resign and is replaced by Mr Gordon Hyde.

At the conclusion of the formal business East Grinstead Town Mayor Cllr Liz Bennett presented the annual Burrin awards to: Lingfield Marathon (Graham Marks, Chairmen), Market Square (Mrs Chris Rolfe, Proprietor) and Bluebell Railway (Roger Kelly, Chairman)

Grants to the Access Group have been received from a number of organisations which are listed in the Annual report.

It was deemed that the financial situation is satisfactory. Grant applications were made for the Access Group for the work with the Tadpoles Swimming Club and East Grinstead Visually Impaired Readers Group.

It was unanimously agreed that the Access Group title of the East Grinstead & District Access Group be changed to **`Disability Access` (East Grinstead Area)** as from January 2013.

Membership of the Access Group stands at 76 : those with disability and carers

Project updates were discussed at each of the Executive meetings, including:

- East Grinstead Railway Station : lift access will not be installed at present but the situation will be reviewed in 2015.
Disabled facilities at the new railway station building are being assessed.
Contact with Bluebell Railway has been established regarding disabled facilities for the forthcoming extension of its service to East Grinstead.
- Toilet facilities : King Street access arrangements - Radar key facility for disabled toilet.

Now that the toilet facilities for the High Street area have been closed, it is felt that the current arrangements for the use of Retail Outlets and Social facilities are not working as well as had been hoped for.

- Raised Bus Stops and dropped curbs – being reviewed. Some successful action achieved
- Revised Zone Parking- review with MSDC with regard to designated Disabled parking bays and enforcement thereof.
- Refuse Collections – Wheeled Bins blocking pavement – under discussion with MSDC – some progress has been achieved with the return to black bag collections in one street

All Commercial Planning applications continue to be reviewed by the Access Group.

The Access Group information service is well used and co-operation with the CVS is being developed.

Mobility Equipment storage arrangements have been greatly improved and are now stored in one location. A control procedure for all the loaned equipment is being implemented as well as serviceability checks before Free of Charge loan. As this is the only such loan service in Mid Sussex, the Access Group's profile should be heightened as the leader.

A revised general purpose leaflet is being prepared to widen the public awareness of the work of the Access Group which also covers Lingfield, Crawley Down, Copthorne, Sharpthorne, W.Hoathly, Forest Row and the encompassing area.

NOTE: Minutes of the Executive meetings and AGM may be viewed at the Access Group office at East Court, with prior arrangement.

Greenstede Talking News for the Blind represented by Cllr Sauli

Committee meetings were held on June 18th and September 26th.

The 36th AGM, chaired by Ken Jordan, was held on 12th September at East Court at which the Annual Trustees Report and Statement of Accounts was presented and approved for the year ending 30th April 2012. The financial situation for this Charity is deemed to be sound. Financial support Grants and Donations are listed in the Annual Report. LIONS donations provide the funding for consumable recording items.

Secretary Mrs Gill Astley resigned at the AGM and has been replaced by Mrs Anne van Vliet.

The annual collection at Waitrose on 27th October raised £300

The news reading and recording activity by volunteers continues to be based at the Old Court House, East Court. The tasks extend over editing, reading, computer generated recording, copying registration and despatch of the tapes and CD's to the post office. One of the recording engineers has completed 35 years of service, starting when the service was established in 1977.

There are some 70 recipients of this service, in East Grinstead and the surrounding area.

Town Twinning represented by Cllrs Hodges, Osborne and Scott

The Town Twinning Association has had a very busy few months including the provision of very well received cream teas on the first of the Queen's Diamond Jubilee celebration days at East Court.

The Association celebrated its 50th Anniversary on 23 November 2012 with a dinner at Meridian Hall, attended by the Town Mayor and various dignitaries from the Twin Towns.

On Saturday 24 November, a joint project between The Town Council and Town Twinning resulted in a sign being unveiled by the Town Mayor in the High Street, depicting the 6 twinned towns, including East Grinstead. This was followed by a reception at Peredur and a meeting of the delegates from the twin towns.

The main focus for the meeting and for the Association was the "Youth In Europe" event in East Grinstead in 2013, to take place from 11th to 16th July. A full programme has been prepared and as the dates have been agreed a delegation expected from each of the towns. The theme will be art rather than sport.

On other events, the Association held a wine tasting evening with the East Grinstead Wine Society.

Coffee mornings at the library continue to be held every Saturday morning.

Membership of the Association remains stable, but new members are always welcome.

Town Museum represented by Cllr Bob Mainstone (Trustee)

The Museum is free to the public and consequently it relies on donations from visitors. At present the donations average 47p per head. The sales of merchandise are a source of income that can be improved in the future. The Museum attracts some grants that help with the running costs and the finances remain balanced.

Visitor numbers are on target and there have been four successful children's activities. An exhibition programme has been drawn up to 2015. Visitor satisfaction questionnaires show that 80% rated their visit as "very good".

The Trustees feel that there is a need for a Marketing Manager at the museum so that visitors can be increased and a wider awareness can be established.

Jessica Hadfield has replaced Sarah Corn as Acting Curator. Sarah has gained the position of Museum Development Officer for Kent and Medway. However she will remain attached to the town museum as a Mentor.

A Five Year Plan (2012 – 2017) has been approved by the Trustees. The Collections Management Plan has been updated for 2012.

The latest training programme for the Trustees centred on the disposal of artefacts.

The McIndoe and Guinea Pig collection remains stored in boxes. The future of the collection has been discussed by the Trustees and all possible ideas have been considered. Above all the Trustees want the collection to remain intact and to stay in the town.

Chairman, Mike Hollins, has been giving presentations to groups in the town (including the EGTC) to explain the present position of the museum and what needs to be achieved in the future

Christmas Promotions Committee represented by: Cllrs Mainstone and O'Brien

Chairman: Melvyn Phillips

Treasurer : Roger Martell

Press Officer: Simon Kerr

Secretary: Jo Wilkins

This committee organise the Christmas Family Festival Day and the Summer Market Day.

The events have two objectives:

1. To provide an enjoyable experience for local residents
2. To promote trade for the town

The Christmas Family Festival will take place on 9 December 2012. The London Road will be closed from Railway Approach to the High Street. Queens Walk will accommodate the charity stalls. There will be trade stalls in both Queens Walk and London Road. A feature of the London Road will be a British Market with a wide variety of food and goods for sale. The fairground attractions will again be a popular part of the event. The Lions are organising Santa's grotto and providing all the childrens' presents. The Lions are also arranging for a spectacular arrival of our mayor. Professor Crump will be in the town the day before to publicise the event. We have asked the Youth Council to help with the road closure marshalling.

The annual Summer Market will take place in July 2013. An application for road closure will be made for London Road (Old Post Office to High Street mini roundabout). The date is to be confirmed

East Grinstead Fair Trade represented by Cllr Mrs Beckford

East Grinstead has been a Fairtrade Town since 2005 but the Steering Group, now renamed Fairtrade East Grinstead, is in the process of renewing its application in order to increase its activities.

Fairtrade is about community - local and global. Fairtrade Towns bring people together and increase understanding of how small actions add up to make a big difference to the lives of people thousands of miles away. We aim to demonstrate and show that East Grinstead is part of the wide global community, is sustainable and ethical.

Being a Fairtrade town boosts civic pride and offers an opportunity to act and celebrate together.

It demonstrates how our community wants trade to work and how it will directly benefit some of the world's poorest farmers and workers through increasing awareness and sales of Fairtrade in our area.

At present the Town Council supports us by providing a meeting room and a local Councillor and offers Fairtrade tea and coffee at its meetings and in its offices.

The Group will be engaging with a wider cross section of groups throughout the town working to promote Fairtrade. The Group is already working with churches, schools and scout groups.

There is a Fairtrade Fortnight which runs from 25 Feb 2013 through to March 2013 and the Group will be promoting this event in the Town. There are currently two schools under the Fairtrade banner, St Peter's and Imberhorne. A dedicated group of young people at Imberhorne are very pro active with Fairtrade products and will be exhibiting products this month (December 2012) at the school.

The Group will be having a stand at the May Fair, Christmas Fair and local Fairs to promote Fairtrade activities and goods and will be targeting more primary schools to promote Fairtrade under the Citizenship banner.

Fairtrade currently operates in Lewes, Edenbridge, Lingfield and Dormansland, and Forest Row and there are regular events held in these towns and villages.

The Fairtrade Annual Conference was held on 6 October 2012 in London and received excellent reviews.

The Group continues to strive to raise the profile of Fairtrade in the Town of East Grinstead and surrounding areas.

Wallis Centre Management Committee – represented by Cllr O'Brien

On the 11th October 2012 I attended my first Wallis Centre Committee meeting chaired by Bob Broadway.

One of the main issues discussed was the future of the Wallis Centre and whether the Town Council would be taking over the building through a Community Asset Transfer (Cat) process. Officers from West Sussex County Council gave the committee a presentation of the CAT system and what is entailed also how groups/organisations can apply to the County Council

There was a short discussion as to whether the current management committee would want to investigate the possibility of themselves taking on a CAT.

The committee were going to wait the outcome of the Town Councils working group deliberations and if they were able to come up with a business plan.

The committee are trying to attract other group/organisations to use the Wallis Centre as there is capacity for this and to increase the rental income.

They are also working hard to reduce costs and have taken up a new contract with the Gas Board which should see significant savings on the annual bill. Another measure is to change the photocopier for a smaller version which again would save money. I mention only two items but there is clearly a lot of work going on across a number of areas to make savings and improvements to the Centre itself.

There was a discussion on the numbers of children attending the Youth Club on Wednesday and Friday evening, which currently are low but they are anticipating this will rise over the coming weeks.

One issue that came up was the need for the Youth workers to engage with youths at the King Georges Field Rec' on Fridays as there has been some concerns raised regarding what is happening at the location.

The meeting agreed to close the Friday night youth club for a few weeks in order for the youth worker with help from the police to engage with the youths at the Rec' with the

hope they can encourage them to come to the youth club and also deal with some of the issues on site.

The next meeting of the Wallis Centre Committee is on 13th December.

Members are asked to note this report

Agenda Item 13: REVIEW OF ELECTRONIC DISPATCH OF PAPERS (Min 157 22.09.11)

Members will recall that in September 2011 the decision was made following the introduction of the official email addresses for Town Councillors, that this route would be the official dispatch for agenda and committee meeting reports. The email system had incurred additional licence costs to set up and therefore the reduced costs of production and mailing would compensate for this. Since then, Members have been required to download the papers on to a personal electronic device and bring them to the meetings, or to print the papers themselves. The Town Council officers have been happy to provide reams of paper to councillors and to order print cartridges. Where members have occasionally experienced problems with their home PC's, hard copies of the papers have been provided for collection from the offices.

At the September round of meetings Members asked for a report to consider the cost savings that have been achieved through this change in process.

The main benefit to the Town Council has been the reduction in mailing costs. The mailing charges were revised in 2012 from the post office where the larger weight and size packets were increased, however even taking this in to account the mailing costs to the same period in 2011 were £2,738 and for 2012 is £49. This current figure is slightly lower than expected as prior to the increase in stamps we purchased an average 1 years supply. However that cost was £600 and the proportion of this for the year would be £300 making the comparable £2,738 for 2011 and £649 for 2012; a saving of £2089. Similarly the costs of printing and stationery have reduced from £5,841 to £3,168; a saving of £2,673.

In addition, as was reported at the committee in March 2012, the Town Clerks PA was able to reduce her hours to 14.5 hours from 30. This was partially due to a reduction in the amount of time producing and collating the papers for the Councillors. The Hard copy of the agenda is still issued, but the reports are only sent to the email address and posted on the website. Although not solely attributable to the change this saving in staff and on-costs is £13,897.50.

Taking all of this in to account savings of £18,659.50 have been achieved. It is therefore suggested that this has been a positive change in administrative process that has yielded a significant saving for the council.

It is recognised that some Councillors struggled with the webmail system in the early days, however the reports of difficulty to Mr Male have significantly reduced and as members do attend meetings with copies of the papers this has been shown to be a capable method of dispatch. Very few members have asked for hard copies to be provided, except when they have encountered computer problems at home. The hard copy agenda prompts members at a fraction of the former cost, therefore no one can miss that papers are available. The Town Councils server is shortly being upgraded and it is thought that the webmail system will reap some benefits from this.

Members are asked to note this report

Agenda Item 14: YOUTH SPORTS INITIATIVE GRANTS (Min 289 26.1.12)

The Town Council has established a Youth Sports Revenue Grants fund to encourage participation in sport for young people. The Budget for this grant in 2012/13 is £1000. Applicants need to demonstrate that they meet the following criteria to consider support.

- (1) The fund is intended to facilitate new initiatives to encourage participation in sport within East Grinstead civil parish and which have a primary focus of serving and benefiting local East Grinstead residents and seeking to improve the health of those participating.
- (2) Applications for Grant Aid will be considered from any bona fide registered sports club/organisation operating within the East Grinstead civil parish or other organisation that has sport and recreation as a primary objective.
- (3) One application can be submitted by any sports club/organisation in any financial year. The maximum amount of grant that will be awarded to any such club or organisation will be £500.
- (4) The Town Council would expect applicants to demonstrate their own commitment to the participation initiative by equal match funding from their own resources or from other fundraising.
- (5) The applicant will need to demonstrate the objectives of the participation initiative and how the effectiveness of this will be measured.
- (6) The Town Council are particularly keen to support sports participation initiatives that focus upon juniors, which must be fully accessible to the disabled wherever possible.

Applications have been received from the following clubs/groups in 2012/2013 financial year and a recommendation will be tabled at the committee from the Chairman for the award of the grant:

Chartham Park Golf Club: While based outside of the parish, the club has 70% membership drawn from the town. They have made an application based on the intention to promote golf particularly to new female players, as it is largely male dominated. They have suggested a scheme whereby 12 girls would be given lessons and encouraged to use the course, the total cost of the project being £500 they are seeking £250 from the Town Council

Dunnings Squash and Racquetball Club: The Club wish to run an inspirational Junior Squash coaching event in 2013 engaging Peter Nicol former world no 1 squash player who will bring his one day coaching school for up to 50 juniors to improve or take up the game. This event will have prestige and could bring new members as well as existing players wishing to improve skills. The total cost will be between £600-£1000 and the request is for £200 from the Town Council

East Grinstead Bowling Club: The Club have made an application for the purchase of up to 6 sets of junior bowls. They would then be able to liaise with the local schools to have taster sessions and introduce juniors to the sport. The bowls would cost approximately £600 and they are seeking £300 from the Town Council

East Grinstead Cricket Club: The Club (who received a £250 grant in 2011/12 for coaching sessions) have applied for the same again, specific indoor coaching sessions to develop juniors to senior players at premier and county standard. The cost of the hire of premises and coaching is £800 and the club have asked for £250.

East Grinstead Meads FC: The Club (who received a grant of £500 for new equipment in 2011/12) have applied for assistance with the cost of football coach training. The Coaches are trained to FA levels of competence and additionally St Johns Ambulance Emergency Aid training. The cost of 3 FA level 1 coaching courses and 12 volunteers to receive the emergency aid training is £800 and they have asked for £500 from the Town Council.

Imberhorne School : The School Sport Organiser has suggested providing a FA level 1 coaching course for interested year 12 pupils who will then be able to support clubs and other youngsters in schools with these skills. The skills passed on will support sports development and the year 12 coaches will gain a skill and experience in passing skills on to others. There are 16 places available on the course and the total cost is £1920. A Grant from the Town Council will help to subsidise the cost that the year 12 youngsters will contribute to being involved in the coaching (each course is £120). A grant of £400 is requested allowing each youngster to be subsidised at £25.

Saint Hill Blues Football Club: The Club have applied for assistance with the cost of football coaching training. The Coaches (Adult volunteers) will be trained to FA level 1 and encouraged to reach level 2 standard accreditation. The cost of the training is £1,000 and they are asking for a contribution from the Town Council of £250.

Members will be asked to consider the Chairman's recommendations and allocate grants as appropriate.

Agenda Item 15: RECOMMENDATIONS FROM COMMITTEES

Any recommendations arising from the cycle of meetings will be tabled at the Committee.

Agenda item 16: CALENDAR OF MEETINGS (Min 156 22.9.11)

The calendar for meetings for 2013/14 is included at Appendix B

Members may have noted that the 2012/13 calendar of meetings has omitted the budget round of meetings held in January. In order for each committee to consider its budget before the precept setting meeting of February it is therefore proposed that an additional day be added to the calendar for 2012/13. This being the Thursday 24th January, It is proposed to start at 7.00pm with Public Services, and to be followed by Amenities and Tourism and Finance and General Purposes thereafter. The agenda for

each meeting will be one item, that of the budget for the forthcoming year, as relating to that committee.

Following discussion with the leader of the Council this has highlighted the importance of the budget cycle and indeed this new cycle of meetings allows concentration of this most important element of the agenda at the appropriate time of the year. Members will therefore note that this is incorporated in to the 2013/14 calendar of meetings as a regular feature.

Members are asked

- 1) to approve the additional date in January**
- 2) to approve the 2013/14 calendar of meetings as set out in Appendix B**

Town Clerk's Report Ends