

HASSOCKS PARISH COUNCIL

Minutes of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE**
meeting held on **Tuesday 21st March 2017 at 7.30pm**

Attendees: Parish Councillors: Kate Bailey; Justine Fisher; Judith Foot (Chair); Frances Gaudencio; Justine Fisher; Peter Gibbons; Sue Hatton; Chris Hobbs, Ian Weir.

Visitor: Colin Hunt

Clerk: Ian Cumberworth

17/691 APOLOGIES: None

17/692 DISCLOSURE OF INTERESTS: None declared.

17/693 MINUTES

The Minutes of the Meeting held on 17th January 2017 as previously circulated were accepted by the Committee as an accurate record

17/694 PUBLIC PARTICIPATION. There were no members of the public present.

17/695 REPORTS

695.1 **Review of existing Council policies-**

Standing Orders & Financial Regulations

Pursuant to the resolution made by Committee to charge the Locum Clerk with the task of reviewing existing Council policies (Reference 16/551), Appendix 1 was attached setting out the draft Standing Orders Financial Regulations.

The Clerk introduced the report indicating that Members had initially received a copy of these documents at Full Council on 14th February to enable them time to consider the contents of the proposals. Members were informed that the draft documents had already been reviewed by the Council's internal auditor who indicated that they would provide robust policies and procedures that would be 'fit for purpose.

The documents were originally drafted by the then Locum Clerk (Mr Colin Hunt) therefore Mr Hunt was invited to attend the meeting to assist in the debate and consider members comments.

Mr Hunt provided a brief overview of the history of Standing Orders and indicated the model being considered was based on the NALC model scheme.

Due to the significant differences between the Council's current policy and the one proposed, Members went through each page in turn seeking clarification or modification to reflect the needs of the Council. Members were informed that the text in bold was statutory therefore could not be amended however all other text could be amended as the rules of operation could be determined by the Council. Members had a number of questions regarding the documents and throughout the debate it was emphasised that the document is 'work in progress' therefore modifications could be made.

In taking the approach of reviewing the document page by page a number of areas were identified as requiring amendment. In light of this, Members requested that officer's amend and update the documents to reflect the proposed changes. The document would then be redistributed to Members for comment prior to progressing to the next stage of consideration.

695.2 **Traders Event.**

The Economic & Tourism Development Group recently hosted an event with Hassocks Traders on the 31st January which was attended by 16 trade representatives. As part of what was a very positive meeting feedback was obtained to identify the sort of initiatives the traders would like to see developed within Hassocks.

Cllr Gaudencio updated members on the outcome of the event and indicated that the feedback provided could be used to inform potential work streams for the Council, however it would be important that trade representatives also took responsibility to progress some of these.

Cllr Gaudencio confirmed that the next meeting with the trade was scheduled for 4th April where it is hoped these initiatives will be developed further. The intention would then be to assign those work streams that can be directly influenced by the Council to the relevant Committees to progress, areas outside of this would need to be taken forward by the traders.

It was agreed that a further report be brought back to the Committee after the April traders meeting setting out an action plan on the way forward.

695.3 **Business Plan**

Members considered the existing Business Plan that expired in 2014 to determine whether priority areas highlighted within this document remain relevant and in particular items set out in the action plans. In addition, Members discussed the need to develop the ideas agreed at the visioning event run in December 2016, and the importance of ensuring the views/priorities identified through the Neighbourhood Plan were reflected in the final document. Members discussed a number of approaches with a view to producing a finalised Business Plan later in the year.

The view was expressed that Members need to give further consideration to developing the detail of the priorities.

Members discussed the option of establishing a small sub group initially drawn from representatives of the Policy, Resource & Communication Committee to develop the terms of reference for the group and then draw up a programme of how the priorities would be developed and incorporated into the new Business Plan.

RESOLVED

a) A small advisory group be established to draw up the initial terms of reference for the group and bring back to the Committee for consideration. The following Cllrs agreed to form the group Cllr Gaudencio, Cllr Bailey and Cllr Hobbs.

b) Once the terms of reference have been established to invite other Members onto the group to assist in development of the Business Plan to ensure the Councils priorities are developed further and incorporated into the final document.

17/696 Urgent Matters at the discretion of the Chair for noting and/or inclusion on a future agenda.

It was noted that Cllr Sue Hatton would fulfil the role as a 'buddy' for the recently appointed Members Cllr Hobbs and Cllr Cheshire.

There were no other urgent matters.

17/697 **DATE OF NEXT MEETING**

19th April 2017

The meeting closed at 9:40 pm

Signed.....

Date.....