

HASSOCKS PARISH COUNCIL

Minutes of the Policy, Resources and Communications Committee Meeting held on Tuesday 20 May 2014 at 7.30 pm in the Parish Centre, Adastra Park, Hassocks.

Present: Judith Foot (Chairman) Peter Gibbons
Ian Weir Penny Wadsworth (for items 1-7)
Paul King Frank Rylance (for items 1-7)

Clerk: Linda Baker

1. **Apologies for Absence.** None.
2. **Chairman 2014/15.** Judith Foot was appointed to chair the committee.
3. **Declarations of Interest.** None.
4. **Minutes of the Meeting held on 19 November 2014.** The minutes were taken as read, agreed by the meeting, and signed by the Chairman as a correct record.
5. **Review of the Council's Website.** Frank Rylance and Tracy Bates, the Office Assistant, had met on 1 April 2014 to review the parish council website, and had proposed a number of changes, which Trigger Solutions could carry out. The committee endorsed the proposals and RESOLVED TO RECOMMEND that:
 - a) The website links and content should be reviewed every six months by a councillor and the Office Assistant
 - b) A full site review should be conducted annually by the Office Assistant and two councillors, and
 - c) The quotation from Trigger Solutions, in the sum of £200, plus VAT, should be accepted for additional tools and changes.
6. **Optical Character Recognition Reader.** RESOLVED that an Epson V37 flat bed scanner and fine reader should be purchased for the parish office.
7. **Councillors' Questionnaire.** Judith Foot reported that some councillors had questioned how effective the parish council was, and did not fully understand how they could bring issues forward for consideration, and it was suggested that some action should be taken to make members feel more involved and come up with ideas for future initiatives. Suggestions included a questionnaire, meetings of chairs of committees, developing a short term strategy, or having a mentor, a councillor other councillors could contact if they had questions or concerns. Following discussion it was RESOLVED:

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- a) That a councillor should be identified to act as a mentor for new councillors
 - b) The Chairman and Vice-Chairman would send out a communication to all councillors inviting them to contact the Chairman or Vice-Chairman if they had any ideas they wanted to raise, or any issues with their role as councillors which they wanted to discuss, and
 - c) That the Policy, Resources and Communications Committee should meet more frequently to make it more effective.
8. **Free Reserves.** The paper outlining the council's free reserves as at 31.3.14 was NOTED. The free reserves would be considered in light of discussion at the next meeting on the Business Plan.
9. **Date of Next Meeting.** 3 July 2014 at 7.30 pm. Topics for discussion would include a review of the Parish Council's Business Plan 2009-14, and a review of the council's communications strategy.

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There being no other business, the Chairman closed the meeting at 9.00 pm.

Chairman.....

Date.....