

## HASSOCKS PARISH COUNCIL

To; Ian Credland, Justine Fisher, Judith Foot, Frances Gaudencio, Peter Gibbons, Sue Hatton, Ian Weir.  
Cc David Cumberland

A meeting of the Policy, Resources and Communications Committee will be held on 23 July at 7.30 pm in the Parish Centre, Adastra Park, Hassocks.

### AGENDA

1. To accept apologies for absence.
2. To receive Declarations of Interest
3. To appoint a Committee Chairman for 2015/16
4. To accept the minutes of the meeting held on 17 March 2015 (previously circulated).
5. To review and update the PR&C Terms of Reference (attached)
6. Communications:
  - (a) To consider a Strategy for Communications for the Parish Council (report, Frances Gaudencio, attached)
  - (b) To agree the appointment of a councillor to improve and diversify the Council's electronic communication systems (oral report Judith Foot)
  - (c) To agree councillors to carry out regular reviews of the parish council's website (minute 5 of the minutes of the 17 March 2015 PR&C meeting refer)
  - (d) To consider a policy on issuing press releases, and to make recommendations to council (oral report Justine Fisher)
7. To explore the possibility of extending the ground floor area of the parish centre to create a larger office space and to make the entrance wheelchair accessible (oral report, Judith Foot)
8. To consider refurbishing the reception area of the parish centre to create a more welcoming, open and efficient use of space, and to appoint committee members to take this forward (report by Judith Foot attached)
9. To appoint a sub-committee to meet the requirements of the Local Council Award Scheme which has replaced Quality Status (oral report Judith Foot)
10. To consider the parish council's role in supporting economic development and tourism and to consider setting up a sub group to promote economic development and tourism to take into account the findings from the Neighbourhood Plan Working Group's research (oral report Frances Gaudencio)
11. To review the Council's Policies and Procedures (oral report Justine Fisher and Frances Gaudencio)

12. Parish Office Public Opening Hours: to note that these were changed with effect from 1 June 2015 on instructions from the Parish Council Chairman following requests from some parish councillors
13. Office Staffing Resource (oral report, Judith Foot)
14. Date of Next Meeting: 22 October 2015.

Clerk

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