

HASSOCKS PARISH COUNCIL

a meeting of the **Parish Council** on **Tuesday 14 June 2016 at 7.30 pm**
in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Jo Whitcombe
Parish Clerk

AGENDA

1. APOLOGIES

1.1 To Accept Apologies for Absence.

2. DECLARATION OF ACCEPTANCE OF OFFICE

3. DISCLOSURE OF INTEREST

To deal with any disclosure by Members of any dis-closable pecuniary interests and interests other than pecuniary interests, as defined under Hassocks Parish Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

4. MINUTES

4.1 Matters Arising.

4.2 Cllr Justine Fisher has requested to be re-instated on to the Neighbourhood Plan Working Group as is now able to attend the meetings.

OFFICER RECOMMENDATION to reinstate Cllr Justine Fisher on to the Neighbourhood Plan working Group.

4.3 Cllr Jane Baker and the Acting Assistant Clerk will be attending a Sussex Police Road Show on 14 June 2016 and will report back on how Police will service local communities moving forward.

4.4 To accept the minutes of the Parish Council meeting held on 3 May 2016.

5. PUBLIC PARTICIPATION

*Up to fifteen minutes will be available to allow for the public to make representations, answer questions or give evidence **in respect of any item of business included in the agenda**, in accordance with Standing Orders.*

6. MINUTES

To accept the following Minutes

6.1 **Neighbourhood Plan Working Group** – 26 April 2016.

6.2 **Skate Park Sub-Committee** – 9 May 2016.

6.3 **Planning Committee** – 16 May 2016.

6.4 **Neighbourhood Plan Working Group** – 26 May 2016.

6.5 **Planning Committee** – 6 June 2016.

6.6 **Policy Resources and Communications Committee** – 7 June 2016.

7. **FINANCE**

- 7.1 To consider, approve and sign the Annual Governance Statement for 2015/16 - report attached.
- 7.2 To consider, approve and sign Accounting Statements for 2015/16 - recommendation and Appendix 1 attached.
- 7.3 To consider and approve the Annual Return documentation for 2015/16 - report and Appendix 2 attached.

8. **REPORTS**

- 8.1 Police Report - report attached from PCSO Joel Havicon.
- 8.2 District Councillors' Report.
- 8.3 County Councillor Report.
- 8.4 Rail Matters.
- 8.5 Youth Initiatives - report attached.
- 8.6 Report from Councillors on meetings of outside bodies where the Council is represented.

9. **CHAIRMAN'S REPORT**

- 9.1 Hassocks Neighbourhood Plan Regulation 16 – report attached.
- 9.2 Parking Working Group Consultation – report and Appendix 3 attached.

10. **CLERK'S REPORT**

- 10.1 Light Up Hassocks Road Closure - report and Appendix 4 attached.
- 10.2 Draft West Sussex Joint Minerals Local Plan Consultation - report attached.
- 10.3 Community Service Award - report attached.

- 11. Urgent Matters at the discretion of the Chairman for noting and/or inclusion on a future agenda.

Parish Clerk: Jo Whitcombe, Parish Centre, Adastra Park, Keymer Road, Hassocks, BN6 8QH. Tel: 01273 842714 - email info@hassocks-pc.gov.uk

HASSOCKS PARISH COUNCIL

To: Council

Agenda Item 7.1

Date: 14 June 2016

Contact for this report: Parish Clerk

Subject: Annual Governance Statement for year ended 31 March 2016

1. Hassocks Parish Council (HPC) is responsible for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. It must demonstrate that the following accounting statements are in place for the year ended 31 March 2016.

<p>1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</p>	<p>HPC has prepared its accounting statements in accordance with the Accounts and Audit Regulations.</p> <p>A monthly receipt and payment summary for each bank account is considered at full council, approved and signed by the Chairman.</p> <p>HPC has introduced the RBS computerised financial system. Monthly cheque expenditure and cash book figures are approved for each bank account which are approved and signed by the Chairman at monthly council meetings.</p> <p>A monthly list of cheques are approved and signed by the Chairman at monthly council meetings.</p> <p>A monthly current account bank reconciliation is carried out and signed by the Chairman.</p>
<p>2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p>	<p>HPC has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</p> <p>Paper audit trails are in place. All expenditure is approved by the budget holder and RFO. Claimants are always countersigned.</p>

<p>3. We took all reasonable steps to assure ourselves that there are no matters of actual potential non-compliance with laws, regulations and proper practises that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.</p>	<p>HPC has only done what it has the legal power to do so and has complied with the proper practises in doing so. Standing Orders and Financial Regulations are adhered to and reviewed annually.</p>
<p>4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</p>	<p>During the year, HPC has given all persons interested the opportunity to inspect and ask questions about the authority's accounts.</p> <p>HPC displays relevant documents on the village notice boards and in the Parish Council's front window.</p>
<p>5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover when required.</p>	<p>HPC has considered the financial and other risks it faces and has dealt with them properly.</p> <p>An annual risk assessment is written and reviewed.</p>
<p>6. We maintained throughout the year an adequate effective system of internal audit of the accounting records and control systems.</p>	<p>HPC has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</p> <p>An Internal Auditor was appointed and will undertake two visits a year to review accounts and procedures as a minimum.</p>

<p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p>	<p>HPC has responded to any matters brought to its attention by internal and external audit.</p>
<p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.</p>	<p>HPC disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.</p> <p>There were none</p>
<p>8. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharge our accountability responsibilities for the fund(s)/assets, including financial reporting and if required, independent examination or audit.</p>	<p>HPC has met all of its responsibilities where it is a sole managing trustee of a local trust.</p>

2. **OFFICER RECOMMENDATION** Members are recommended to approve this Annual Governance Statement for year ended 31 March 2016.

HASSOCKS PARISH COUNCIL

To: Council

Agenda Item 7.2

Date: 14 June 2016

Contact for this report: Parish Clerk

Subject: Accounting Statements for the year ended 31 March 2016

1. A copy of the Accounting Statements to support the Annual Return are attached as Appendix 1.
2. **OFFICER RECOMMENDATION** Members are recommended to approve that the Accounting Statements for the year ended 31 March 2016, in this annual return, present fairly the financial position of Hassocks Parish Council and its income and expenditure.

HASSOCKS PARISH COUNCIL

To: Council

Agenda Item 7.3

Date: 14 June 2016

Contact for this report: Parish Clerk

Subject: Annual Return supporting documentation for the year ended 31 March 2016

1. The Internal Auditor's report has been received and a summary of his findings has been attached as Appendix 2 for Members information. He reports that the overall systems and procedures that Hassocks Parish Council operates is fit for purpose and has signed the Annual Return. The Clerk will undertake to review his recommendations through the appropriate Committees.
2. Section 137 of the Local Government Act 1972 enabled Hassocks Parish Council to spend up to £7.36 per elector for the benefit of people in the area, on activities or projects not specifically authorised by other powers. The limit for Hassocks Parish Council in the year of account was £47,236 and a total of £4001.76 was spent.

Members are advised that there were eight special refuse collections at £312.72 per visit totalling £2501.76 and £1500 was spent on the allocation of grants.

3. **OFFICER RECOMMENDATION** Members are recommended to note the contents of this report.

Hassocks Parish Council

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	0	305,154	310	0	General Reserves
1	0	26,000	320	0	EMR - Salaries - All Staff
1	0	1,500	321	0	EMR - Salaries - Casual Staff
1	0	1,100	322	0	EMR - Training - Staff
1	0	500	323	0	EMR - Hassocks Traders Assoc.
1	0	3,500	324	0	EMR - Equipment incl. Computer
1	0	2,100	325	0	EMR - Professional Fees
1	0	1,000	326	0	EMR - Training - Councillors
1	0	2,000	327	0	EMR - Elections
1	0	7,000	328	0	EMR - Youth Work
1	0	5,000	329	0	EMR - Adastra Playgrounds
1	0	15,000	330	0	EMR - Adastra Sports Pavilion
1	0	17,775	331	0	EMR - Adastra Bowling Green
1	0	2,153	332	0	EMR - Adastra Tennis Courts
1	0	9,170	333	0	EMR - Adastra Skate Park
1	0	16,000	334	0	EMR - Adastra Toilets
1	0	3,500	335	0	EMR - Adastra Memorial Garden
1	0	12,200	336	0	EMR - Parkland Copse
1	0	700	337	0	EMR - Footpaths/Monday Group
1	0	3,000	338	0	EMR - Village Sign
1	0	1,500	339	0	EMR - Floral Displays
1	0	1,000	340	0	EMR - Finger Post Maintenance
1	0	2,000	341	0	EMR - Bus Shelter Maint.
1	0	3,500	342	0	EMR - Bus Shelter New
1	0	1,000	343	0	EMR - Street Furniture
1	0	4,500	344	0	EMR - Litter Bins
1	0	2,600	345	0	EMR - Tree Maintenance
1	0	4,000	346	0	EMR - Tree Planting
1	0	3,000	347	0	EMR - Machinery
1	0	15,223	348	0	EMR - Neighbourhood Plan
1	0	9,963	349	0	EMR - Burial Ground
1	0	482,638	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	0	166,276	1076	110	Precept
2	0	166,276	Total amount of Precept income received in the year		
3	0	1,462	1000	140	Allotment Income
3	0	4,925	1020	150	Burial Fees
3	0	11,158	1040	160	Sports Club Income
3	0	1,097	1060	170	Parking Disc Income
3	0	2,757	1085	110	VAT refund prior year
3	0	248	1090	110	Bank Interest
3	0	70	1900	110	Miscellaneous Income
3	0	12,640	1900	160	Miscellaneous Income
3	0	4,267	1900	170	Miscellaneous Income

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
3	0	2,281	1900	190	Miscellaneous Income
3	0	350	1900	200	Miscellaneous Income
3	0	2,056	1900	210	Miscellaneous Income
3	0	43,312	Total income or receipts as recorded in the cashbook minus the Precept		
4	0	60,643	4000	100	Salaries - All Staff
4	0	6,736	4030	100	Salaries - Casual Staff
4	0	20,068	4040	100	PAYE/NI
4	0	338	4050	100	Staff Expenses
4	0	1,729	4055	100	Training - Staff
4	0	89,513	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses		
5	0	7,950	4155	110	PWLB
5	0	7,950	Total expenditure or payments of capital and interest made during the year on borrowings		
6	0	235	4060	100	Subscriptions
6	0	4,251	4060	110	Subscriptions
6	0	7,200	4100	110	Rates
6	0	2,614	4105	110	Utilities & Consumables
6	0	1,249	4110	110	Repairs & Maint
6	0	775	4110	140	Repairs & Maint
6	0	3,310	4110	150	Repairs & Maint
6	0	238	4110	160	Repairs & Maint
6	0	22,004	4110	180	Repairs & Maint
6	0	398	4110	200	Repairs & Maint
6	0	84	4115	110	Fixtures & Fittings
6	0	2,108	4120	110	Web-site & IT Support
6	0	4,277	4125	110	Equipment incl. Computers
6	0	933	4130	110	Communications
6	0	3,064	4135	110	Stationery & Materials
6	0	1,650	4145	110	Audit Fees
6	0	1,300	4150	110	Professional Fees
6	0	114	4160	110	Bank Charges
6	0	511	4200	120	Chairman's Allowance
6	0	520	4205	120	Training - Councillors
6	0	154	4210	120	Members Allowances
6	0	1,500	4250	130	Grants Made
6	0	1,000	4260	130	Public Voice & Charities Youth
6	0	152	4300	140	Water
6	0	200	4305	140	HABA Funding
6	0	9,195	4400	160	Adastra Playing Field & Pitch
6	0	989	4405	160	Adastra Playgrounds
6	0	18,880	4410	160	Adastra Sports Pavilion

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	0	2,423	4415	160	Adastra Bowling Green	
6	0	980	4420	160	Adastra Tennis Courts	
6	0	635	4435	160	Adastra Toilets	
6	0	135	4440	160	Memorial Garden	
6	0	13,242	4445	160	Parkland Copse	
6	0	0	4450	160	Toibot Field	
6	0	683	4500	170	Footpaths/Monday Group	
6	0	1,500	4510	170	BHTC/MSDC Reactive Work	
6	0	2,502	4515	170	Mobile Refuse Collection	
6	0	1,185	4520	170	Floral Displays	
6	0	4,793	4530	170	Bus Shelter Maintenance	
6	0	4,937	4535	170	Street Furniture	
6	0	800	4540	170	Parking Discs	
6	0	2,819	4600	180	WSCC Energy	
6	0	3,764	4650	160	Biffa Waste	
6	0	4,120	4655	190	Tree Maintenance	
6	0	3,900	4660	190	Tree Planting	
6	0	1,930	4665	190	Dog Bins & Main. Contract	
6	0	100	4700	200	Machinery	
6	0	2,711	4710	200	Ground Projects	
6	0	21,894	4800	210	Neighbourhood Plan	
6	0	1,964	4900	150	Miscellaneous Expenses	
6	Total other payments	0	165,918	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	Balances carried forwrd	0	428,845	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		0	21,301	200	0	Current Bank A/C 2114
8		0	421,294	205	0	Tracker A/C 3548
8		0	85	210	0	Business Saver 3
8		0	0	215	0	Business Saver 2
8		0	100	250	0	Petty Cash
8	Total Cash & Investments	0	442,780	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		941,787	941,787	9	0	Total Fixed Assets
9	Total Fixed Assets	941,787	941,787	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10		59,400	54,100	10	0	Total Borrowings
10	Total Borrowings	59,400	54,100	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

Summary Findings

I enclose my report for your kind attention and presentation to the council. I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose and I have signed off the annual return.

My audit was conducted in accordance with current practices and guidelines and testing was conducted in line with the inherent risks assessment. Whilst I have not tested all transactions, my sample has where appropriate has covered the entire year to date. Amongst others the following areas were covered in my testing:-

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the RBS package.
- Review of Income
- Review of Payroll
- Review of Fixed Assets
- Review of Annual Accounts

A. BOOKS OF ACCOUNT

The brought forward balances were tested against last year's annual return there were no errors. Accounting entries are entered regularly onto the RBS accounting system, and accounts are reconciled monthly, with hard copies printed off for the file. I understand RBS was introduced in year and I make no recommendation for change, this is an excellent local authority package that will benefit the council.

B. FINANCIAL REGULATIONS & STANDING ORDERS

The council has standing orders and financial regulations; however, these are based on older NALC models and should be updated. I understand this is an ongoing project already being discussed at council.

In respect of payments made by council, I would suggest that council alter the wording of the minute to describe beyond reasonable doubt what is being taken to council and approved. The expenditure list should be taken to council on a monthly basis and the minute wording should read as follows. "Council has resolved to approve the expenditure list totalling £#.# for the month/time period .../.../...".

C. RISK MANAGEMENT & INSURANCE

The council is insured by Zurich on a standard local authority package. Money cover is too low and must be updated. Asset cover appear to be adequate.

The risk register is current, however, I would suggest that when updating this for the 2016 year comments are added to indicate what actions are needed if any and by when and whom. Council has policies in place and reviews these on an annual basis.

D. BUDGET & PRECEPT

Budgets were approved by committee in December 2015 and the 2016/17, budget shows that the new precept will be £181,500k with a £40k deficit to come from general reserves.

The budget figures need to be entered into RBS so that the committee budget reports can be used.

Council has reserves of £428,845 (2015: £482,638), a decrease of £52,793. Of this £251k is currently shown as general reserves with the balance earmarked. The decrease in reserves is attributable to an increase in staff costs combined with a decrease in other income.

As council is aware it has no power to accumulate general reserves and a rule of thumb of 50% of precept is seen as an acceptable level. At a precept level of £166,276 general reserves of up to £83k would not be regarded as excessive. General reserves of £251k are excessive and council must address this during the next council year.

The earmarked reserves are listed and described in the accounts; however, they appear to very generalised in nature, for example I would expect there to be a reserve for replacement of bus shelters but the ongoing general maintenance would be precepted for and be an ongoing regular expenses item each year.

Earmarked reserves should be used for future projects that form part of the council's business plan and 3 year forecasts. Council must be able to demonstrate that it has planned and used earmarked reserves for the benefit of the local community and I would suggest a tabular format as discussed with the clerk and assistant clerk be introduced and presented regularly to council.

Council is reminded that as part of the internal audit, I have to sign off "are reserves appropriate" (see section D below). If reserves continue to be excessive with no future plan for spending I would be required to answer no to this question and report this to the external auditor.

E. INCOME

Council has a number of streams of income, precept, grants, burial, interest and allotments. In total income is reported at £209,588 (2015: £243,183). The reason for drop in income is threefold, in 2015 council had a receipt of a grant together with a fall in burial fees and sports club income in 2016.

The precept as shown in box 2 this was proved to the bank statements. And third party remittance. There were no errors.

Other income is received by cheque, bacs and cash. I was able to verify rates charges to the standard rates as agreed by council. Council is reminded to ensure annual rates and charges are approved by council.

The use of the pavilion and grounds is based on an honesty system whereby the users pre-book with the council and then notify the council of the amount of actual uRBS and are then billed accordingly. Council does have agreements in place with the users and it is clear that the system is evolving insofar as a quasi booking system is being introduced to maximise the use of the hall.

I am therefore of the opinion that income is correctly recorded on the annual return.

F. PETTY CASH

The petty cash of the council is £100, and is used for postage and small items.

G. PAYROLL

The payroll costs per the annual return are £89,513, (2015: £71,972). The payroll cost on the annual return shows wages of payrolled employees of the council only. Payroll was performed in house but has now been out sourced.

I reviewed the end of year P60s for the 2015/16 council year and was able to agree the tax deductions. A review of the nominal headings in the accounts for wages was reconciled to the payroll records.

Councillors are not paid allowances

I am of the opinion payroll costs are correctly shown on the annual return.

H. ASSETS AND INVESTMENTS

The council has £941,787 (2015: £941,787) of fixed assets. Assets are correctly shown at historic and or proxy cost where applicable. The asset register does not contain sufficient detail to show line by line which assets are insured or their condition or location; however, this is an ongoing project with the council with a view to completion by the Autumn. A review of the insurance schedule shows that many assets are adequately covered.

When constructing a new fixed asset register assets must be first recorded at their actual purchase cost. In some cases the purchase cost may not be known and a proxy cost should be substituted. A proxy cost is a value for the asset which is estimated by the council based on external advice. Councils may apply the insurance value of the asset at the time of first recording as a proxy. Whether actual or proxy cost is used, for accounting purposes the first recorded value of the asset will not change throughout its life and must not change from year to year until disposal.

If for some reason the council decides that the recorded cost is to be changed, the change should be applied consistently to all fixed assets. In such an event, the value shown in Box 9 of the annual return for the previous year should also be changed to the same new basis and clearly marked as 'RESTATED'. The council should provide an additional note when submitting the annual return to explain to the external auditor the nature, scope and reason for the restatement.

Where a local council receives an asset as a gift at zero cost, the asset must still be included in the asset register. However, it is strongly recommended to ensure that such assets are always disclosed in Section 1, Box 9 of the annual return councils should assign a nominal value (£1) as a proxy for the zero cost. Costs of bringing assets into productive use should be recorded as in year revenue expenses and disclosed in box 6 of the annual return.

Many councils own community assets (village pond or war memorial) these do not have a functional purpose or any intrinsic resale value. However, they must still be recorded on the register in the same way as gifted assets.

The register itself is not just a simple list of assets, it is a tool that enables the council to physically control the assets by way of regular inspection. It enables the council to plan for future replacement, and importantly to ensure assets are not over or under insured.

The key information needed in the asset register is:

1. Date of acquisition, upgrade and disposal
2. Description of asset
3. Cost/Proxy Cost of acquisition
4. Insurance value (if insured)
5. Replacement value
6. Location of asset
7. Condition of asset
8. Useful life estimate
9. Custodian
10. Date Last physically vouched

A columnar approach can be used to record these details, with the total of the cost/proxy cost column agreeing back to the annual return.

Date of acquisition	Description of asset	Cost/Proxy Cost	Insurance value	Replacement value	Location of asset	Condition of asset	Useful life estimate	Custodian	Date last physically vouched

By showing the insurance value next to the original cost – it is easy for a council to ascertain at a glance if an asset is insured or not or to show under or over insured assets.

The use of the replacement value column allows the council to plan for replacement either by way of insurance claim or via designated funds. Remember insurance value is not always the same as replacement value.

The location must be detailed enough to allow the reader to physically find the asset.

The condition of the asset will tie in with useful life and will allow the council to plan for replacement.

I am of the opinion that the fixed assets are correctly shown on the annual return and fixed asset register.

I. BANK RECONCILIATIONS

The council has four bank accounts at the year-end date with a combined reconciled balance of £442,780 (2015: £489,902) in bank and cash balances. The closing combined bank reconciliation was checked in detail to bank statements and other supporting documentation there were no errors.

The reconciliations for the bank accounts are carried out on a monthly basis, printed off, verified and signed by the chairman. They are then filed in account and month order in hard copy. The minutes of a council meeting drawn at random describe a financial report and list of cheques being approved by full council.

I would recommend that the bank reconciliation and corresponding bank statement pages are also taken to council, signed off and minuted, as follows, "council has resolved to approve the bank reconciliation for .../.../... showing the following balances"

There are two PWLB loans with a combined balance of £54,100 (2015: £59,400) owing. The capital and interest payments were £7,950 (2015: £8,197) and were verified to the statements and repayment schedules. There were no errors.

There are no long term investments. Council needs to be aware that if cash balances are invested into a long term investment such that maturity extends beyond 12 months or the investment is no longer in cash (ie shares/dividends) then this becomes a long term capital investment, and as such is reported not as bank and cash balances but as expenditure of the council and then part of box 9 fixed assets and investments. In addition to this, the monies then become capital in nature and their future use can only be on capital items, not revenue day to day expenditure.

I am of the opinion the bank and cash balances are properly shown on the annual return.

J. YEAR END ACCOUNTS

The council has income and expenditure greater than £200k and as such the accounts have been correctly prepared on an income and expenditure basis, with a reconciliation prepared for boxes 7 & 8. The RBS system has a robust audit trail from the figures shown on the annual return to the underlying accounting information.

The current year casts correctly and has the correct restated opening balance amendments having been made on the recommendation of the external auditor to the 2015 accounts.

I am of the opinion that the accounts as shown on the annual return have been correctly prepared and are ready for submission to the external auditor.

K. TRUSTESHIP

The Talbot Field Trust has a number of trustees all of which are councillors, this may indicate the parish council may not be the sole managing trustee. Council must locate the conveyancing document to ascertain the true position.

The annual return does not contain and financial income or expenditure of the trust. The trust accounts/return are up to date with the charities commission.

Mark Mulberry
Internal Auditor
27th May 2016.

COUNCIL 14 JUNE 2016 - Agenda item 8.1 Hassocks Crime Data

April 2016

Crime / Serial No	Crime / Incident Type	Crime / Incident Description	Date / Time	Location
47160057146	Burglary	Burglary in a building other than a dwelling Between the 25 th -29 th March, a shed on an allotment site was broken into. A lawn mower valued at £200 was stolen. No suspects or witness.	29/04/2016 00:00	ORCHARD LANE
47160055034	Burglary	Burglary in a dwelling Between 7am-5:30pm, a property was entered via the rear kitchen door, then searching the property. Items stolen: Canon SLR camera - £300. Laptop - Mac Book Pro - £100 Distinctive brown leather wallet with a bull motif on the front containing £50. House to house completed. No witnesses or CCTV. Forensic Officer attended for samples.	28/04/2016 17:30	PRIORY ROAD
47160054063	Criminal Damage	Criminal damage to a dwelling Home owner noticed damage/cracks to window in the porch. Unknown when occurred. Nothing of evidential value located at scene. No witnesses.	26/04/2016 20:00	FARNHAM AVE
47160052846	Criminal Damage	Criminal damage to a dwelling Home owner noticed damage/cracks to outer pane of glass to rear of property. No CCTV. Homeowner did hear or see anything.	24/04/2016 12:00	BELMONT CLOSE
47160047634	Criminal Damage	Criminal damage to a vehicle Between the 11 th -13 th April the vehicle owner noticed a patch on the vehicle which looked like it had been sanded and smoothed out. House to house completed but no witnesses. No CCTV	13/04/2016 08:10	THE QUADRANT
47160047144	Criminal Damage	Other criminal damage Reported damage to a water bowl within Adastra Park. Believed youths involved, however no names or suspects. No further witnesses.	07/04/2016 02:30	Adastra Grounds Orchard Lane

May 2016

Crime/ Serial No	Crime/ Incident Type	Crime/ Incident Description	Date/ Time	Location
47160069687	Theft & Handling	Theft from a shop Shoplifter detained by security. Suspect admitted to theft of fishing equipment valued just under £40. Suspect was issued with a Fix Penalty Ticket of £90.	27/05/2016 15:30	BRIGHTON ROAD
47160068411	Criminal Damage	Other criminal damage Fire damage to a Bus Stop sign. Approximately 10% fire damage. Not witnesses or suspects.	25/05/2016 08:22	LONDON ROAD
47160062910	Burglary	Burglary in a building other than a dwelling Commercial business broken into overnight resulting in a large number of Hair & beauty electronic items being stolen. No witness from any of the neighbours.	14/05/2016 07:20	KEYMER ROAD
47160058811	Criminal Damage	Other criminal damage Between the 4 th -6 th May, a hose pipe, garden hedge and vehicle was damaged. No CCTV or witness. Nothing left at the scene	06/05/2016 06:00	BELMONT LANE
47160056932	Burglary	Burglary in a building other than a dwelling Storage unit for a building supplies company was broken into between the 1 st -3 rd May. Approximately £250 worth of stock stolen and brick acid spilt over the floor. Nothing captured on CCTV. No witnesses or Suspects,	03/05/2016 07:00	

June 2016

Crime/ Serial No	Crime/ Incident Type	Crime/ Incident Description	Date/ Time	Location
47160073437	Burglary	Burglary in a building other than a dwelling Overnight 3 rd -4 th June a sport club house was broken into. Entry gained by forcing the windows and shutters. £100 stolen. No CCTV at premises. Negative result from house to house. Await any results from Forensic Officers.	04/06/2016 06:05	South Bank
47160073168	Criminal Damage	Criminal damage to a dwelling During the afternoon of the 3 rd June, a conservatory window pane was damaged. Home owner was home at the time but didn't hear anything. No suspects or private CCTV.	03/06/2016 17:50	WILMINGTON CL

HASSOCKS PARISH COUNCIL

To: Council

Agenda Item 8.5

Date: 14 June 2016.

Contact for this report: Parish Clerk

Subject: Youth Initiatives

1. Members will recall at the Hassocks Parish Council meeting on 3 May 2016 it was agreed to fund £2,500 from the Youth Work Budget to fund a Streetmate trial.
2. Cllr Justine Fisher reports that Streetmate launches the first of six sessions, prior to the summer school holidays, on Friday 17 June 2016. The sessions will run on Fridays from 3.00pm till 5.00pm in Adastra Park and the mobile unit will set up initially in the vicinity of the Skatepark.
3. A voluntary café will also be run from the Community Pavilion on Fridays from 1 to 22 July from 3.00pm till 5.00pm, to support Streetmate. Cllr Fisher has requested that there is no charge made for the use of the Pavilion during these times and has also enquired whether Wi-Fi could be installed. This would be a huge attraction for young people and help to launch the café successfully.
4. Fliers advertising this initiative will be delivered around the village and to local schools, week commencing 13 June 2016
5. **OFFICER RECOMMENDATION** Members are recommended to note the contents of this report.

To agree that Hassocks Parish Council makes no charge for the use of the Community Pavilion for the Voluntary Café to support the Streetmate trial.

To ask the Clerk to explore the installation of Wi-Fi in the Community Pavilion and associated costs.

HASSOCKS PARISH COUNCIL

To: Council

Agenda Item 9.1

Date: 14 June 2016.

Contact for this report: Parish Clerk

Subject: Hassocks Neighbourhood Plan Regulation 16

1. The Neighbourhood Plan Working Group, at the meeting on 26 May 2016, reviewed the Draft Regulation 16 Plan, the updated Sustainability Assessment and the Non-Technical Sustainability Assessment summary.
2. These were recommended for approval by the Parish Council subject to inclusion of the Mid Sussex District Council Transport Study report.
3. **OFFICER RECOMMENDATION** that the Parish Council resolve to approve the Regulation 16 Plan and submit it to Mid Sussex District Council.

HASSOCKS PARISH COUNCIL

To: Council

Agenda Item 9.2

Date: 14 June 2016.

Contact for this report: Parish Clerk

Subject: Parking Working Group Consultation

1. This agenda item is to inform Members that a report was previously published by the Parking Working Group set up by Hassocks Parish Council. It identified a number of parking and traffic flow issues in the village.
2. Following a survey and extensive local consultations a set of proposed solutions have been drawn up by West Sussex County Council (WSSC) and the location plans are attached as Appendix 3.
3. The consultation will take place at Hassocks Parish Council on Tuesday 21 June 2016 between 3.00pm and 9.00pm and Saturday 25 June 2016 between 9.00am and 12.30pm. Officers from WSSC and members of the Parking Working Group will be available to answer questions on the location plans which will be on display in the Parish Council Chamber.
4. A letter will be delivered to all residents and businesses advising of the consultation, week commencing 13 June 2016 and full details will be available on the Parish Council website.
5. WSSC will review all comments received by the beginning of July 2016 and then pass to its Contractor to ascertain a price for the work with a view to completing in the 2016/17 financial year, however this timescale has not been confirmed.
6. **OFFICER RECOMMENDATION** Members are recommended to note to contents of this report.

HASSOCKS PARISH COUNCIL

To: Council

Agenda Item 10.1

Date: 14 June 2016.

Contact for this report: Parish Clerk

Subject: Light Up Hassocks

1. Members are advised that a copy of the application for a temporary road closure for the LIGHT UP HASSOCKS event to be held on Friday 25 November 2016 and a Draft Closure Order is attached as Appendix 4. Members views are sought by Mid Sussex District Council to enable officers to proceed with the making of the order.
2. For information an officer from West Sussex County Council Street Works department has advised that the road space has been booked for this initiative, the road network is clear and there are no objections to this event.
3. The Clerk is liaising with the organisers and further information has been received regarding advanced warning signage locations and the required risk assessment.
4. **OFFICER RECOMMENDATION** Members are advised to support this temporary road closure application for the Light up Hassocks Event 2016.

LIGHT UP HASSOCKS

LOCAL GOVERNMENT ACT 1972, SECTION 180
TOWN POLICE CLAUSES ACT 1847, SECTION 21

MID SUSSEX DISTRICT COUNCIL (TEMPORARY PROHIBITION OF TRAFFIC ORDER) 2016

NOTICE IS HEREBY GIVEN that the Mid Sussex District Council, in pursuance of their powers under the above Acts have ordered and directed that, as:

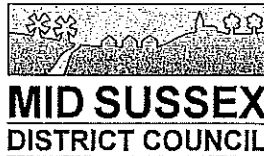
KEYMER ROAD	(Woodland Road to Adastral Park)
ORION PARADE	(Budgens to Sussex Hardware)
KEYMER ROAD	(Woodlands Road to Orion Parade)
GRAND AVENUE	(Keymer Road to Kings Drive)
DALE AVENUE	(Keymer Road for 60m)
PARKLANDS ROAD	(No exit on to Keymer Road)

will be thronged and liable to be obstructed, that the aforesaid streets, and parts of streets, will be closed to vehicular traffic (including pedal cycles) between the hours of 16.00hrs to 20.00hrs on Friday 25th November 2016 or such lesser period as may be required for the Christmas Event to take place.

PROVIDED THAT this temporary closure is subject to any direction, which may be given by a police constable in uniform.

Wilful breach of this Order renders offenders liable to a penalty not exceeding Twenty Pounds

Date.....
Head of Leisure & Sustainability



HASSOCKS PARISH COUNCIL

To: Council

Agenda Item 10.2

Date: 14 June 2016.

Contact for this report: Parish Clerk

Subject: Draft West Sussex Joint Minerals Local Plan

1. Hassocks Parish Council has been asked to consider any recommendations in response to the Draft West Sussex Joint Minerals Local Plan.
2. For Councillors information the link to this document is:

https://www.westsussex.gov.uk/media/7363/mlp_draft_reg18plan.pdf
3. Members are advised that this draft document was considered at the Planning Meeting held on 16 May 2016 where it was agreed that the Planning Committee broadly supported the Draft West Sussex Joint Minerals Local Plan.
4. The same document was discussed at the Neighbourhood Plan Working Group meeting held on 26 May 2016 and Cllrs Bill Hatton and Nick Owens advised that they had read the information and concluded that it was a good quality document and there were no further comments for the Parish Council to make.
5. **OFFICER RECOMMENDATION** that Hassocks Parish Council supports the Draft West Sussex Joint Minerals Local Plan.

HASSOCKS PARISH COUNCIL

To: Council

Agenda Item 10.3

Date: 14 June 2016.

Contact for this report: Parish Clerk

Subject: Community Service Awards

1. The purpose of this report is to advise Members of correspondence received from Cllr Peter Reed, Chairman of Mid Sussex District Council (MSDC), regarding the 2016 Community Service Awards.
2. For Members information, for some years MSDC has acknowledged the dedication and efforts of people who serve the community through their voluntary efforts. Hassocks Parish Council has been asked to identify either an individual or organisation to be put forward to receive a Community Service Award.
3. The nominated person/representative will be invited to a reception in September 2016 where certificates will be presented by Cllr Reed and recipients will be provided with a photograph as a memento of the occasion.
4. This is a popular event and the Parish Council has been asked to make no more than two nominations which need to be submitted by 5 August 2016.
5. **OFFICER RECOMMENDATION** the views of the Members are sought.