



6. **FINANCE**

- 6.1 To approve the Financial Report and authorise the list of cheques for September 2016. (Appendix 2)

7. **REPORTS**

- 7.1 Police Report  
7.2 District Councillors' Report  
7.3 County Councillor Report  
7.4 Rail Matters (Oral report, Cllr Leslie Campbell)  
7.5 Youth Initiatives (Oral report, Cllr Justine Fisher)  
7.6 Report from Councillors on Outside Bodies where the Council is represented.

8. **CHAIRMAN'S REPORT**

- 8.1 Neighbourhood Plan – verbal report on meeting with MSDC on 7 November 2016  
8.2 Neighbourhood Plan – to review options available to Council following the Decision by MSDC Planning Committee relating to Friars Oak Fields.  
8.3 Neighbourhood Plan – to agree an Action Plan

9. **CLERK'S REPORT**

9.1 **COUNCILLOR VACANCY**

Council is advised of the resignation of Ian Credland from Council on 21 October 2016. A Notice of Vacancy has been published inviting electors to request a poll, as required by law. If no such request is received within the prescribed time then the Council may co-opt a suitable person to sit on the council. (Ref. local Government Act 1972 s87).

Council is requested to note the resignation of Ian Credland and that the publication of a Notice of Vacancy has been posted.

9.2 **CO-OPTING ONTO THE COUNCIL**

Following the resignation of Carol Wise from Council on 30 September 2016 and the posting of the statutory notices, Council is advised that a by-election will not be required in this instance as a poll was not requested by residents.

Council may therefore co-opt a suitable person onto the Council and a notice requesting persons, who may be interested, to apply has been posted.

The Locum Clerk will provide an update to Members on this matter at the meeting.

9.3 **DRAFT TAXI AND PRIVATE HIRE LICENSING POINTS SCHEME.**

Members have been alerted to the public consultation relating to the above scheme and have been forwarded details of the draft proposals, which can be found on MSDC's web site. If Councillors or members or the public wish to respond to the consultation they should do so direct to the Licensing Officer at MSDC or email [taxilicensing@midsussex.gov.uk](mailto:taxilicensing@midsussex.gov.uk)

Council is requested to note this matter.

#### 9.4 RECRUITMENT OF NEW CLERK

Council is informed that the advertisement for the new clerk has been posted and should appear in the West Sussex Gazette and the Argus on 3 and 10 November 2016. The closing date for applications is the 18 November with interviews planned for the 6<sup>th</sup> December 2016.

The advert will also appear on SSALC's web site, who will help with the recruitment process, and has been forwarded to a number of local authorities with a request that they too advertise the post on their web sites.

#### 10. BUS SERVICES

Compass Travel have issued a press release announcing the withdrawal of Bus Service 40X from Friday 4 November 2016. The announcement also reports that wider changes will be made to bus services from early January following an ongoing review of the routes taken on the SussexBus Company.

Council is asked to consider possible route changes to be proposed to Compass Travel which would benefit the residents of Hassocks. (Oral Report, Cllr Peter Gibbons).

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

#### EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential Agenda. If any members of the public or press are in attendance they will be requested to withdraw from the meeting in the public interest.

12. To accept the CONFIDENTIAL Hassocks Parish Council meeting Minutes held on 11 October 2016.
13. CONFIDENTIAL Policy, Resources and Communications Committee meeting minutes held on 18 October 2016. (For noting only)

#### FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting

#### **Please Note**

All members of the public are welcome to attend meetings of the Parish Council and its Committees.

**Item 4** – a period of 15 minutes will be set aside for the public statements and questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session and where this arises, these items will be considered at the end of the agenda

# Appendix 1

## PRC Communications PR Policy and Procedure Oct 2016

### Policy

#### **To be reviewed 6 months from date of implementation**

The aims of the Communications policy are to engage with the community, through publicising information about the work of the PC, by consulting with the community on appropriate issues, to encourage the public to be involved in supporting the greater good of the community and to raise the profile of the role of the PC. This policy will be implemented in consultation and collaboration with the Clerk or.

**ALL COMMUNICATIONS, WRITTEN OR OTHERWISE, WILL HAVE A DIRECT LINK TO THE WORK OF THE COMMITTEES, WORKING GROUPS OR EVENTS AT WHICH THE PC HAS A REPRESENTATIVE. THERE MAY ALSO BE LINKS TO INFORMATION AND ACTIVITIES OF THE DISTRICT AND COUNTY COUNCILS. ALL OF THIS WILL GIVE CLARITY AS TO WHAT SHOULD BE EXCLUDED.**

**WE NEED TO CLEARLY DEFINE THE PURPOSE OF EACH COMMUNICATION BECAUSE THAT WILL DETERMINE THE MEANS WE USE TO COMMUNICATE IT.**

**FOR EXAMPLE, THE PURPOSE OF A COMMUNICATION MAY BE TO:**

- **INFORM EG. HPC ACTIVITIES**
- **CONSULT EG. PARKING STRATEGY**
- **ENCOURAGE PARTICIPATION EG. ECONOMIC GROUP, YOUTH GROUP**

### INCLUSIVITY

Although official minutes of all meetings are in the public domain and will be on the website, content and news items using other media will be in plain language and in accordance with good practice within the Equalities Act 2010.

For example written communication, including posters and flyers must be accessible to those who are sight –impaired. All presentations and public consultations must be accessible

### RESPONSIBILITIES

The clerk or assistant clerk will be responsible for communications and PR in collaboration with various councillors as below. S/he will be the office contact for implementation.

Final editing of the communication will be a collaboration between the Clerk and the Chairperson. Any requests for a radio, TV interview or press release should be referred immediately to the Chair of the PC and the Clerk. Advice on how to respond should be sought from the Clerk. The Chair and Clerk will decide which councillor should give an interview if it is to be neither of them.

## Procedure with various types of communication

### A) Regular news or information updates

All committees Chairs who are meeting as a Chairs group will provide regular items of their work to the Clerk on a quarterly basis for news items.

Examples:

Quarterly Newsletter based on a summary of work reported in the minutes and that could be of community interest.

Any news to be published on the relevant pages of the website

Articles written for community magazine Talk About

### B) News and information relating to projects and specific target groups

Lead Councillors for working groups, or projects focused on various sections of the community, will provide copy for the Clerk who will agree appropriate means of communication. Responsibility for editing and oversight will be the Clerk's. The Chair of the relevant committee should be copied in at the outset.

### C) Consultation events

Public consultation with the community will require criteria to be decided by appropriate committee with the advice of the clerk. These will include presentations, events and exhibitions.

### D) Partner Organisations

Links to or information from Mid Sussex District Council or West Sussex County Council that we have been asked to publicise.

### How

Information giving to the public will be through the following means:

\*The Council's website and Facebook. Facebook will be used as a notice board and link to the website articles and news only and will have no capacity for responses from the PC. Minutes and agendas are all parts of news updates.

(\*Twitter to be used as a link only to direct users to the Council's website articles or news. There will be no capacity for responses from the PC and the facility can be disabled and enabled as appropriate. Minutes and agendas are all part of news updates)

\*Electronic newsletters to Subscribers signed up to receive Information from the PC. For example 'Mailchimp'

\*Hard copy print in local magazines and / or other literature.

All the above will be subject to the workload of the Clerk and office staff and so will be kept under review and also the capabilities of the website to be kept under review

Frances Gaudencio – Sept /Oct 2016

# Appendix 2

Date: 10/10/2016

Hassocks Parish Council New 2016/17

Page 1

Time: 14:14

Bank Reconciliation Statement as at 10/10/2016 for  
Cashbook 1 - Current Bank A/C 2114

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C 2114	30/09/2016	434	<u>25,484.56</u>
			25,484.56
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	<u>5,981.01</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			19,503.55
		Balance per Cash Book is :-	19,503.55
		Difference is :-	0.00

## Cashbook Report

Date: 10/10/2016

Hassocks Parish Council New 2016/17

Time: 12:54

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>		
Total Year to Date	138,843.40			
Total Year to Date		140,640.46		
Total Receipts / Payments	138,843.40	140,640.46	Balance per Cash Book	Closing Trial Balance
Opening Balance	21,300.61			
Closing Balance		19,503.55	-1,797.06	19,503.55
	<u>160,144.01</u>	<u>160,144.01</u>		

Bank Reconciliation Statement as at 10/10/2016  
for Cashbook 2 - Tracker A/C 3548

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker A/C 3548	29/09/2016	41	402,154.58
			402,154.58
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			402,154.58
<u>Receipts not Banked/Cleared (Plus)</u>			
30/09/2016 BACS		90,750.00	
			90,750.00
			492,904.58
		Balance per Cash Book is :-	492,904.58
		Difference is :-	0.00

Bank Reconciliation Statement as at 10/10/2016  
for Cashbook 3 - Business Saver 3

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver 2514	30/09/2016	109	85.22
			85.22
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			85.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			85.22
		Balance per Cash Book is :-	85.22
		Difference is :-	0.00

<b>Hassocks Parish Council</b>					
<b>EXPENDITURE SEPTEMBER 2016</b>					
<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>	
01/09/2016	Public Works Loan Board	D/D	1,438.97	Pavilion Loan repayment	
01/09/2016	KCS Professional Services	5100	243.67	P/Copier Contract July-Sept16	
01/09/2016	Mid Sussex District Council	D/D	726.00	Business rates Sept 16	
05/09/2016	Foster Playscapes Ltd	5101	42.00	Park Safety Inspection Aug16	
05/09/2016	Quality Office Supplies Sx	5105	33.80	Various Supplies	
05/09/2016	Lucy Locksmith	5106	100.00	Replacement Pavilion Bar Lock	
06/09/2016	Barclays Bank		41.58	Bank Charges 13.7-14.8.16	
08/09/2016	Kelly Bates Design	5108	20.00	NP Flyer design	
08/09/2016	Shredded Neat	5107	18.00	Office Shredding	
13/09/2016	Close Invoice Finance/TSS	5110	229.32	Pav water checks Aug & Sept	
13/09/2016	Jo Whitcombe (Parish Clerk)	5112	50.65	Reimburse - Office Supplies	
05/09/2016	Total Salaries Sept 2016		7,736.90	Temporary Admin Support	
13/09/2016	HMRC/PAYE	5113	1,775.53	PAYE/NI Sept16	
13/09/2016	Jo Whitcombe (Parish Clerk)	5111	124.80	Reimburse - Bollard locks	
20/09/2016	Jo Whitcombe (Parish Clerk)	5121	45.07	Reimburse re Youth Club food	
20/09/2016	Petty Cash	5119	97.52	Petty Cash Top Up	
27/09/2016	Avoncrop Amenity Products	5122	266.28	Bowling Green Lawn dressing	
27/09/2016	British Telecom	5123	403.65	Phone bill June-Sept16	
27/09/2016	DC Electrical Solutions	5125	622.22	Lighting repairs PO	
27/09/2016	St Catherines Hospice	5126	200.00	HPC Grant	
27/09/2016	West Sussex Mediation Service	5127	100.00	HPC Grant	
27/09/2016	Victim Support	5128	100.00	HPC Grant	
27/09/2016	Adastra Junior Stoolball Club	5129	250.00	HPC Grant	
27/09/2016	Hassocks Amenity Association	5130	400.00	HPC Grant	
27/09/2016	Jo Whitcombe (Parish Clerk)	5131	84.98	Reimburse - Youth Club Lights	
27/09/2016	Quality Office Supplies Sx	5132	8.95	Pavilion Cleaning Products	
27/09/2016	Burgess Hill Town Council	5133	133.20	Bus shelter/Hanging Baskets	
27/09/2016	Parker Building Supplies	5135	118.39	Allot Compost bins Materials	
27/09/2016	Bishop Sports and Leisure	5136	42.96	Football Goal Net Hooks	
	<b>Total Payments</b>		<b>15,454.44</b>		