

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on **Tuesday 11 October 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. 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.

3. MINUTES

3.1 Matters Arising.

3.2 To accept the minutes of the Parish Council meeting held on 27 September 2016.

4. 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.*

4.1 Carolyn Barton, Chairman of the Hassocks Twinning Association, will be presenting the Chairperson with a Commemorative Plaque which was given to the Twinning Association at a meeting between the communities of Montmirail in France and Wald-Michelbach in Germany. The artisan metal plaque records the period of twinning with Hassocks – 'PLACE DE MONTMIRAIL, 1992 – 2016. As the agreement was originally set up by the Parish Council, the Twinning Association has asked that the plaque be displayed in the Parish Office for the public to view.

5. MINUTES

To accept the following Minutes

5.1 Planning Committee – 19 September 2016.

6. PARTNER REPORTS

6.1 District Councillors' Report.

6.2 County Councillor Report.

6.3 Police Report.

7. FINANCE

- 7.1 To approve the Financial Report and authorise the list of cheques for August 2016. Attached as Appendix 1.

For Members information a copy of all bank statements are available to view at the Parish Council Office.

8. AUDIT

- 8.1 The purpose of this report is to advise Council that the External Auditor has signed off the Annual Return for the year ended 31 March 2016 and that the external audit fee for the year is £600 plus VAT.

- 8.2 RECOMMENDATION** - Members are recommended to note the content of this report.

9. REPORTS

- 9.1 Rail Matters – oral report from Cllrs Leslie Campbell and/or Peter Gibbons.
- 9.2 Youth Initiatives – oral report from Cllr Justine Fisher.
- 9.3 Hassocks Twinning Association request for funding. (Report attached).
- 9.4 Report from Councillors on meetings of outside bodies where the Council is represented.

10. CHAIRPERSON'S REPORT

- 10.1 There is nothing to report.

11. CLERK'S REPORT

11.1 COUNCILLOR VACANCY

- 11.2 Council is asked to note the resignation of Carol Wise from Council on 30 September 2016 due to family commitments. 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 Member. (Ref. local Government Act 1972 s87).

- 11.3 RECOMMENDATION** - Council is asked to note the resignation of Carol Wise and to note the publication of a Notice of Vacancy.

- 12. 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.

13. PERSON SPECIFICATION AND JOB DESCRIPTIONS

14. SALARY GRADES

Appendix 1

Hassocks Parish Council 2016/17

Bank Reconciliation Statement as at 13/09/2016 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 | 31/08/2016 | 431 | 19,916.82 |
| | | | <u>19,916.82</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| Total amount | | 6,850.07 | <u>6,850.07</u> |
| | | | <u>13,066.75</u> |
| <u>Receipts not Banked/Cleared (Plus)</u> | | 0.00 | <u>0.00</u> |
| | | | |
| | | Balance per Cash Book is:- | 13,066.75 |
| | | Difference is:- | 0.00 |

Appendix 1

| HASSOCKS PARISH COUNCIL | | | | |
|--|--------------------------------|------------------|-----------------|--------------------------------|
| EXPENDITURE AUGUST 2016 INC VAT | | | | |
| Date Paid | Payee Name | Reference | Amount | Transaction Detail |
| 01/08/2016 | Southern Water | 5070 | 64.28 | P/ Off Waste Water Jan-July16 |
| 01/08/2016 | Southeast water | 5071 | 120.76 | Pav waste water Jan-July16 |
| 01/08/2016 | DC Electrical Solutions | 5073 | 50.00 | Lighting inspection P/O |
| 01/08/2016 | Thomas Locksmiths Ltd | 5072 | 52.50 | Pav c/board keys |
| 01/08/2016 | Mid Sussex District Council | D/D | 726.00 | Business Rates August 2016 |
| 04/08/2016 | Burgess Hill Town Council | 5075 | 88.80 | Bus shelter cleaning |
| 04/08/2016 | Judith Foot | 5076 | 17.15 | office stationery |
| | Dowsettmayhew Planning | | | |
| 04/08/2016 | Partner | 5077 | 1,189.90 | NP Consultancy |
| 04/08/2016 | British Gas | 5078 | 206.44 | Office Gas |
| 04/08/2016 | Barclays Bank | BACS | 40.44 | Bank Charges 13.6-12.7.16 |
| 05/08/2016 | Viking | 5079 | 144.36 | Office/Grounds Supplies |
| 05/08/2016 | Foster Playscapes Ltd | 5080 | 42.00 | Safety Inspection Playground |
| 08/08/2016 | BeSure Security Systems | 5081 | 103.20 | Alarm maintenance |
| 08/08/2016 | James Wilson Tree Care | 5083 | 420.00 | Felling Oak Talbot field |
| 08/08/2016 | Close Invoice Finance/TSS | 5082 | 114.66 | Pavilion Water Testing |
| 12/08/2016 | Humphrey Heating Sx Ltd | 5085 | 190.51 | PO Heating Service |
| | | | | |
| 16/08/2016 | Quality Office Supplies Sussex | 5084 | 83.17 | Stationery/Office Supplies |
| 16/08/2016 | Sussex Sign Centre | 5086 | 181.20 | Safety Signs Adastra park |
| 19/08/2016 | HMRC/PAYE | 5087 | 1,826.13 | PAYE/NI August 2016 |
| | | 5074,88 | | |
| 19/08/2016 | Salaries August 2016 | ,89,90,9 | 5,840.48 | Salaries August 2016 |
| 30/08/2016 | Glasdon Uk Limited | 5092 | 129.72 | Bin-Bus Stop Keymer Rd |
| 30/08/2016 | Broxap | 5093 | 1,154.40 | 2 Seats - Adastra Park |
| 30/08/2016 | Beacon Fencing Ltd | 5094 | 597.6 | Materials reSeats Adastra Park |
| 30/08/2016 | Bee Clean (Southern) Ltd | 5095 | 216.00 | Pavilion Cleaning August |
| 30/08/2016 | Uni-move Ltd | 5096 | 2,738.88 | Adastra Park Various R&R |
| 30/08/2016 | Trigger Solutions | 5098 | 48.00 | Adhoc website support |
| 30/08/2016 | Biffa Waste Services Ltd | 5099 | 360.53 | Biffa Waste 23/07-19/08/16 |
| | Total Payments | | 16747.11 | |