

HASSOCKS PARISH COUNCIL

To: All Members of the Policy, Resources and Communications Committee (Kate Bailey, Ian Credland, Justine Fisher, Judith Foot, Frances Gaudencio, Peter Gibbons, Sue Hatton, Ian Weir) with copies to all other Councillors for information

A meeting of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE** will be held on **Tuesday 7 June 2016 at 7.30pm in the Parish Centre, Adastra Park, Hassocks**

AGENDA

- 1. ELECTION OF CHAIRMAN**
- 2. ELECTION OF VICE CHAIRMAN**
- 3. APOLOGIES**
- 4. DISCLOSURE OF INTERESTS**
To deal with any disclosure by Members of any disclosable 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. To accept Minutes of the Meeting held on 15 March 2016 (previously circulated).
- 4. PUBLIC PARTICIPATION**
- 5. ECONOMIC DEVELOPMENT AND TOURISM**
 - 5.1. To consider a proposal from the Policy, Resources and Communications Subgroup on an Economic Development and Tourism Working Group - Frances Gaudencio (report attached).
- 6. DRAFT POLICY FOR USE OF COUNCIL CHAMBER**
 - 6.1 To consider a draft policy on the use of the Parish Council Chamber – Sue Hatton (report attached).
- 7. VISIONING DAY**
 - 7.1 To consider a report and agree recommendations for a proposed Visioning Day and completion of a new Business Plan (report attached).
- 8. HASSOCKS PARISH COUNCIL STRUCTURE**
 - 8.1 To consider a report on the structure of the Parish Council and its Committees – Cllrs Judith Foot and Sue Hatton (report attached).
- 9. Urgent Matters at the discretion of the Chairman for noting and/or inclusion on a future agenda.**
- 10. DATE OF NEXT MEETING**
 - 10.1 To consider the date of the next meeting which is 19 July 2016.

Clerk 

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.

- 5) What do you think are the unique features that Hassocks offers visitors and residents?
- 6) Would you be willing to attend short workshops and seminars that might help you to:
- a) Network locally, nationally and internationally YES/NO
 - b) Access information on trends in the local, national and international economy YES/NO
 - c) Gain financial, legal and personnel advice YES/NO
 - d) Use social and other media to advertise your business? YES/NO
 - e) Other...please state
- 7) Would you be willing to be part of a Traders Association in Hassocks?
YES/NO

I would / would not like to be on the Parish Councils' mailing list for communicating with Businesses.

Name.....

My email address:.....

Contact no.....

Members of the Working Group will collect completed questionnaires on or from the 23rd June 2016.

Thank you

Jo Whitcombe Clerk to the Parish Council -

On behalf of the Economic Development and Tourism Working Group of Hassocks Parish Council

HASSOCKS PARISH COUNCIL

To: Policy, Resources and Communications Committee

Agenda item 5.1

Date: 7 June 2016

Contact for this report: Cllr Frances Gaudencio

Subject: Economic Development and Tourism Working Group.

1. The purpose of this report is to consider a proposal written by Cllr Frances Gaudencio.

Proposal to the Policy, Resources and Communications (PR&C) Committee from the Economic Development and Tourism Working Group (ED&TWG)

2. We wish to encourage Traders to set up a Traders Association within the Parish. We have sought the advice of The Economic Development Officer at Mid Sussex District Council and have also received information from him about sources of support for Traders.
3. He has been clear that there is likely to be little progress in business development in Hassocks as a whole without a Trader's Association. Such a group would have to run itself, with initial support from the Parish and his own support once the Association has been established. Our group is now well advanced in planning to ascertain the interest of Traders who may wish to be involved in a Trader's Association.
4. The ED&TWG has produced a questionnaire which will need to be photocopied, double sided (appendix 1). The Group will deliver and collect the questionnaires and assess any potential interest.
5. If the response is positive we plan to facilitate an initial event to get Traders together with the aim of encouraging some amongst them to take on a leadership role to run the Association. This will cost a modest amount of money for refreshments and advertising. We envisage the Parish Council could provide the venue.
6. We will want to initially communicate with those agreeing to be on a data base. However the Parish Council has yet to agree a Communications Strategy for the Parish Council

RECOMMENDATION to agree the following requests;

- a) Provide support from the Parish office staff to photocopy approximately 50 copies of the questionnaire double sided.
- b) To allocate seed funding of £300 for a launch event and associated marketing.
- c) To provide the use of the Parish Centre and Pavilion as appropriate for such an event.
- d) In the absence of a Parish Communications Strategy send out to Traders, communications by email or electronic newsletter owned and controlled by the Parish Council. To be signed off by the Chairman of the Parish Council, the Vice Chairman and the Chairman of the PR&C Committee and would go via the Clerk.

HASSOCKS PARISH COUNCIL

To: Policy, Resources and Communications Committee

Agenda item 6.1

Date 7 June 2016

Contact for this report Cllr Sue Hatton

Subject Draft policy for use of the Council Chamber

1. The purpose of this report is to consider a proposal to change the policy for the use of the Council Chamber by outside bodies.
2. Councillors sit on outside Community Bodies and in the past it has not always been possible for these groups to hold meetings in the Council Chamber. To facilitate a proactive working relationship with these groups, they will be permitted to use the Council Chamber, outside of normal working hours provided the following conditions are met.
3. A Parish Councillor nominated to the outside body must book the Chamber and attend the meeting.
4. A Parish Councillor must take responsibility for collecting and signing for the Parish Council key and unlock the council premises, unsetting the alarm as required. Instructions will be provided by the office staff.
5. At the close of the meeting a Parish Councillor must take responsibility for following the locking up procedure ensuring that the Chamber is left in a tidy manner, the building is empty, all doors are closed and the alarm is set and will return the key at the start of the next business day.

RECOMMENDATION to agree the policy for the change of use for the Council Chamber as outlined above.

HASSOCKS PARISH COUNCIL

To Policy, Resources and Communications Committee Agenda item 7.1

Date 7 June 2016

Contact for this report Parish Clerk

Subject Proposed Visioning Day and new Business Plan.

1. The Council's current Business Plan is now out of date. Although much was achieved during the period of the previous plan it is proposed that a new Business Plan is embarked on in order to consider the way forward for both Hassocks and the Parish Council. It is opportune to go through the process at this stage as there are a wide range of changes to local government and public services.
2. In order to commence this process it is proposed that a Visioning Day is held for all Councillors to consider the key priorities for both the Council and the village over the next 5 years. That way both financial and staff resources can be utilised to maximum effect. In addition, it is essential that staff members are up-skilled through this process and Councillor's knowledge is developed on the changes and challenges facing the Council over this period from both internal and external pressures, the whole devolution issue and changes facing local government. Such a process would greatly assist the Parish Council in being able to influence the future agendas and make a difference to the community.
3. It is proposed that the Visioning Day and the compilation of a new Business Plan should take place ahead of the budget making process through the autumn, in order that decisions can be made in line with the associated policies. Until the Council agrees the way forward it will not be possible to fully assess budget requirements, staff resources and the level of reserves required for any new projects. It is proposed that the Visioning Day is an objective process and should be co-ordinated by an external facilitator. Accordingly, it is proposed that a budget of £2,500 is allocated to undertake the Visioning day, assist with the writing of a new Business Plan and undertake Staff and Councillor training and ongoing development.
4. If the Council agrees with this approach it is recommended that the Parish Clerk makes the necessary arrangements to put this in place with full consultation with the Chairman of the Policy, Resources and Communications Committee and Chairman and Vice Chairman of the Council.

OFFICER RECOMMENDATION to embark on a Visioning and Business Plan process as outlined above.

HASSOCKS PARISH COUNCIL

To Policy, Resources and Communications Committee Agenda item 8.1

Date 7 June 2016

Contact for this report Cllrs Judith Foot and Sue Hatton

Subject Hassocks Parish Council Structure

1. The purpose of this report is to consider an information paper compiled by Cllrs Judith Foot & Sue Hatton on the structure of the Parish Council and its Committees.

2. **THE COUNCIL**

Hassocks Parish Council is made up of fifteen elected Members. Together they represent the areas of Clayton, Hassocks and Keymer. The role of the Council as a Body is to represent the whole community living within the parish of Hassocks.

3. **COMMITTEES**

To enable the Council to carry out its duties there is a committee structure which ensures that all Councillors are included in a democratic decision making process. Each of the Committees covers a special area of responsibility and some have co-opted members of the community serving on them who have relevant areas of expertise.

Committees should meet monthly, this assists the Chairman to prioritise, prevents long agendas and enables decisions to be made in a timely and efficient manner.

4. Hassocks Parish Council has three Committees:

POLICY, RESOURCES AND COMMUNICATIONS (PR&C) COMMITTEE

This committee sets outline policy for the Council. It also sets the Precept and allocates resources. The role includes covering the Council's website and all media communications. All staffing issues and recruitment falls under this committee's remit.

GROUNDS AND ENVIRONMENT COMMITTEE

This Committee is responsible for issues relating to all land owned or managed by Hassocks Parish Council. It also makes decisions regarding the children's play areas and adult fitness equipment. It also deals with all environmental issues within the Council's remit.

PLANNING COMMITTEE

The Committee meets every three weeks and considers planning applications making recommendations to the local Planning Authorities which are Mid Sussex District Council and the South Downs National Park Authority.

5. SUB- COMMITTEES

Sub-Committees are created by Council Committees to work on specific issues which need more in depth research. A Sub-Committee will report back to its parent Committee. It can work with other agencies to progress its role but cannot make unauthorised decisions on behalf of the Council unless that authority has been specifically allocated to it by Hassocks Parish Council. Minutes and Recommendations should be recorded and ratified at a full Council meeting.

6. WORKING GROUPS

From time to time it may be necessary to form Working Groups to research and bring to fruition major work areas which the Council has agreed to support. Clear Terms of Reference should be set, agendas created and notes should be taken as a record of the meeting which will be open to the public. Volunteers can also be co-opted on to Working Groups. The Group Chairman reports back to the Parent Committee with any resolutions or recommendations for final adoption by Full Council.

COMMITTEE STRUCTURE DIAGRAM is attached as Appendix 2.

OFFICER RECOMMENDATION the Committee is recommended to note the contents of this report.

APPENDIX 2

COMMITTEE STRUCTURE

HASSOCKS PARISH COUNCIL



<p>PLANNING</p> <p>NEIGHBOURHOOD PLAN WORKING GROUP</p>	<p>POLICY RESOURCES & COMMUNICATIONS</p> <p>ECONOMIC DEVELOPMENT & TOURISM</p>	<p>GROUPS & ENVIRONMENT</p> <p>YOUTH FACILITIES</p> <p>SKATEPARK SUB COMMITTEE</p> <p>PARKING WORKING GROUP</p> <p>STREET TREES</p>			
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