

HASSOCKS PARISH COUNCIL

Minutes of the **POLICY, RESOURCES and COMMUNICATIONS** Committee meeting held on 7 June 2016 at 7.30pm in the Parish Centre, Adastra Park, Hassocks

PRESENT: Cllrs Judith Foot Chairman
 Justine Fisher Vice Chairman
 Kate Bailey
 Ian Credland
 Peter Gibbons
 Sue Hatton
 Ian Weir

In attendance: Jo Whitcombe – Parish Clerk
 1 Member of the Public

ELECTION OF CHAIRMAN

Cllr Ian Credland proposed Cllr Judith Foot as Chairman.
 Cllr Justine Fisher seconded this proposal.

16/337 RESOLVED that Cllr Judith Foot was elected as Chairman for 2016/17.

ELECTION OF VICE CHAIRMAN

Cllr Judith Foot proposed Cllr Justine Fisher as Vice Chairman.
 Cllr Sue Hatton seconded this proposal.

16/338 RESOLVED that Cllr Justine Fisher was elected as Vice Chairman for 2016/17.

APOLOGIES FOR ABSENCE

Cllr Frances Gaudencio

DECLARATIONS OF INTEREST

There were none.

MINUTES

Meeting 15 March 2016

16/339 RESOLVED to accept the minutes of the meeting held on 15 March 2016.

PUBLIC PARTICIPATION

The member of Public did not wish to speak.

ECONOMIC DEVELOPMENT AND TOURISM

This item was deferred for discussion later in the agenda as Cllr Frances Gaudencio had been unavoidably detained.

DRAFT POLICY FOR USE OF THE COUNCIL CHAMBER

Members considered the proposed change to the policy for the use of the Council Chamber by outside bodies. They agreed that this approach would facilitate the proactive working relationship between the Parish Council and Community Groups as all were working for the benefit of Hassocks and its residents. At the May 2016 meeting of Hassocks Parish Council, a Councillor had been nominated on to all outside bodies ensuring there was a Parish Council representative on each of these groups. They would take responsibility for accessing the building outside of normal working hours. This change of policy was agreed unanimously and there would be no charge made for these meetings.

- 16/340** **RESOLVED** that Community Groups with serving nominated Councillors can use the Council Chamber, outside of normal working hours subject to a Councillor being present, and, it was **AGREED** that there would be no charge made for these bookings.

VISIONING DAY

Members considered the report presented regarding the current Business Plan and proposed Visioning Day. It was agreed that the current document was now out of date but had served the Parish to now. It was important to look forward to the next five years and for Councillors to consider key priorities to ensure adequate financial and staffing resources are in place.

Minute 16/261 from the PR&C meeting held on 15 March 2016 requested that the Clerk produce a Resource Paper for this meeting however this was still being written and it was hoped to present this to the Staffing Committee by the end of the week.

The Group agreed that the proposed Visioning Day and compilation of a new Business Plan should take place and would make a recommendation to Council that this should happen in September prior to the budget process being undertaken in the autumn. This would facilitate the assessment of budget requirements, staff resources and the level of Reserves required for projects and would cover the term of the current council and lead in to the next administration.

It was agreed that this process would be co-ordinated by an external facilitator and up to £2,500 would be allocated to undertake a Visioning Day, assist with the writing of a new Business Plan and undertake Staff and Member training and development.

The Clerk was asked to present an interim staffing report to the Staffing Committee which would meet and present a report to a special meeting of the PR&C Committee which was discussed in full under Agenda item 9.

- 16/341 RESOLVED** to recommend to Council to undertake a Visioning Day for all Members in September 2016 to assist with the writing of a new Business Plan and to allocate up to £2,500 for this process.

HASOCKS PARISH COUNCIL STRUCTURE

Cllr Ian Credland left the room at 7.45pm.

Cllrs Judith Foot and Sue Hatton took the Group through their report and it was agreed that this was helpful to assist Members to understand the structure of the Parish Council and its reporting procedures which are in place. A discussion ensued and it was agreed that it would be useful if the Chair of a Committee Meeting would give a quick synopsis of the business discussed when considering the Minutes at the following Council meeting.

Cllr Sue Hatton reminded Members that issues covered by Working Groups or Sub- Committees should initially be reported back to the Parent Committee for final ratification at Full Council. Cllr Justine Fisher felt there should be a clear line of reporting and reminded Members that the Communications Strategy had not been finalised. Cllr Judith Foot said that regular committee meetings are required in order to facilitate business decisions being made and to ensure that issues are not left.

Cllr Ian Credland entered the room at 7.50pm.

Cllr Ian Weir said that the Office Staff prepare the agendas and minutes and if there was no business to discuss then the relevant meeting could be cancelled. Cllr Peter Gibbons was concerned that too many meetings would put more pressure on the staff and would not allow them to get on top of their workload.

Cllr Justine Fisher asked whether the work of the Hassocks Hub on Youth initiatives could be reported back to the PR&C Committee. It was agreed that the Staffing Committee needed to be included under the 'umbrella' of the PR&C Committee.

The Group agreed that there needed to be a better understanding of the aims of the Parish Council Committees and outside bodies and the introduction of a Chairman's Group would assist with the 'cross fertilisation' of work undertaken.

- 16/342 RESOLVED** that an agenda item be taken to the next Council meeting with a recommendation that the Hassocks Hub Youth Work report back to the PR&C meeting and,

- 16/343** **RESOLVED** that a recommendation be made to Council to review the Terms of Reference for all Committees by each Chairman and the work of the Outside Bodies that Councillors sit on, and,
- 16/344** **RESOLVED** to recommend to Council that a Chairman's Group be set up, outside of the Committee Structure to facilitate the needs of the business and decision making process.

ECONOMIC DEVELOPMENT AND TOURSIM

Cllr Frances Gaudencio was unable to attend the meeting so Cllr Justine Fisher took the Group through the report. Cllr Peter Gibbons asked what the aim of this initiative was and she advised that the questionnaire had been designed to gauge the interest of current businesses regarding setting up a new Traders Association. Cllr Ian Credland advised that some consultation has been previously undertaken as part of the Neighbourhood Planning process and the Clerk asked whether the Tourism and Economic Development Working Group had considered a Shopwatch initiative to aid a collective working process.

Cllr Ian Credland had concerns regarding point 6 of the report in light of a Communications Strategy not being finalised. Cllr Justine Fisher said it was essential to decide what the Parish Council would and would not comment on and it was agreed that the production of a Communications Strategy for the Parish Council be recommended as a priority.

- 16/345** **REOLVED** that the office staff would photocopy 50 copies of the Traders and Business Questionnaire for distribution and,
- 16/346** **RESOLVED** to recommend to Council that £300 be allocated as seed funding for a Traders Association launch event as required with associated marketing and,
- 16/347** **RESOLVED** to recommend to Council that the use of the Council Chamber or Community Pavilion be provided free of charge for such an event and,
- 16/348** **RESOLVED** that Cllrs Justine Fisher and Frances Gaudencio be asked to review their initial Communications Strategy Paper and make a recommendation to the PR&C Meeting on 19 July 2016.

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

Further discussions ensued regarding potential workload implications for the office staff should the use of Social Media be agreed as part of the Communications Strategy and it was agreed to consider an interim staffing report as a priority.

16/349 RESOLVED that the Staffing Committee would meet on Wednesday 15 June 2016 to consider an interim staffing report and,

16/350 RESOLVED that the Staffing Committee would make recommendations to a special meeting of the PR&C to be held on Wednesday 22 June 2016 to consider confidential staffing matters.

DATE OF NEXT MEETING

A Special meeting of the PR&C Committee will be held on Wednesday 22 June at 7.30pm to discuss confidential staffing matters and thereafter the next meeting of the PR&C Committee will be on Wednesday 19 July at 7.30pm.

The meeting closed at 9.07pm.

Chairman.....

Date.....