

HASSOCKS PARISH COUNCIL

A meeting of the **Parish Council** on **Tuesday 27 September 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.

The Hassocks Twinning Association 25th Anniversary of Twinning Event planned for 2017 will be considered at the Council meeting on 11 October 2016.

3.2 To accept the minutes of the Parish Council meeting held on 13 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.*

5. MINUTES

To accept the following Minutes

5.1 Policy, Resources and Communications Committee – 25 July 2016

5.2 Grounds and Environment Committee – 8 September 2016
For noting only

5.3 Planning Committee – 19 September 2016
For noting only

5.4 Policy, Resources and Communications Committee – 20 September 2016
For noting only

6. STAFFING MATTERS

6.1. To agree an additional budget for external recruitment in addition to working with the Sussex and Surrey Association of Local Councils (SSALC).

- 6.2 To agree a budget for interim staff and cost of Locum Clerk and to agree that the Chair of Hassocks Parish Council has delegated authority to administer this budget.
- 6.3 To review the salary for the advertised position for the Clerk of Hassocks Parish Council.
- 6.4 To agree that Hassocks Parish Council approves the appointment of 5 Councillors to work as a Staffing Panel to report to the Policy, Resources and Communications Committee. To be tasked with working as a group to manage staffing requirements, including the formulation of policies and processes for:
 - (i) Recruitment and line management
 - (ii) Staff development and training
 - (iii) Staff appraisal
 - (iv) Disciplinary matters, should these be necessary
- 6.5 To agree that the remit of the Staffing Panel will be reviewed periodically and/or at each Annual Meeting by Full Council and modified as appropriate.
- 6.6 To agree that the Chair and Vice Chair of Hassocks Parish Council, plus either the Chair or Vice Chair of the Policy, Resources and Communications Committee, plus 2 other Councillors willing to stand for this purpose, be co-opted by the Parish Council to form the Staffing Panel.

7. 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.

8. To accept the CONFIDENTIAL Hassocks Parish Council meeting Minutes held on 13 September 2016.
9. To accept the CONFIDENTIAL Policy, Resources and Communications Committee meeting minutes held on 25 July 2016.
10. CONFIDENTIAL Policy, Resources and Communications Committee meeting minutes held on 20 September 2016.
For noting only