

HASSOCKS PARISH COUNCIL

Minutes of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE**
meeting held on **Wednesday 19th April 2017 at 7.30pm**

Attendees: Parish Councillors: Frances Gaudencio (Chair); Peter Gibbons; Chris Hobbs and Ian Weir.

Clerk: Ian Cumberworth

17/744 APOLOGIES: Cllr Judith Foot, Justine Fisher, Sue Hatton, Kate Bailey

17/745 DISCLOSURE OF INTERESTS: None declared.

17/746 MINUTES

The Minutes of the Meeting held on 21st March 2017 as previously circulated were accepted by the Committee as an accurate record

17/747 PUBLIC PARTICIPATION. There were no members of the public present.

17/748 REPORTS

748.1 Traders Event

Cllr Gaudencio circulated a paper summarising the outcome of the second traders meeting held on 4th April 2017 (Appendix 2). The focus of the meeting was to discuss and develop suggestions that had been raised from the previous meeting held earlier this year. Six trade representatives attended the follow up meeting. Some of the suggested areas have identified potential work streams for the Parish Council and other organisations such as the District Council and other Partnership groups. Areas identified that can be influenced by the Parish Council will be taken forward via the relevant Committees over the forthcoming year. Although the consensus from traders was that insufficient interest existed at present to establish a traders association they would be happy to maintain network links with each other. It would also be important for the traders to take responsibility to develop some of the work streams identified.

Cllr Gaudencio suggested the ED&T group is now halted and re-formed later in the year to review progress against some of the initiatives and to organise any future trader's event.

Members were also informed that Cllr Gaudencio will be representing Hassocks Parish Council at a forthcoming Mid Sussex District Council Economic Development workshop.

Cllr Gaudencio raised the issue with Members that no budget had been provided for the Economic Development & Tourism Group for 2017/18 and therefore sought members views of establishing a budget of say

£500. Members were in support of this and the Clerk committed to resolve this issue and establish a budget.

RESOLVED: A budget of £500 be established for the Economic Development & Tourism Group.

748.2 **Business Plan**

Cllr Hobbs provided members with an update on the establishment of the Business Plan working group which comprises of Cllr Hobbs, Cllr Gaudencio, Cllr Bailey and supported by the Clerk. The report set out the terms of reference of the group and requested Members endorsement of these.

Members indicated they were happy with the proposed terms of reference.

Cllr Hobbs informed Members that the group recently held its inaugural meeting and is scheduled to meet every two weeks with a view to producing a plan for consideration/ review in July. The group anticipate the Plan will be able to be considered by Full Council in September prior to the 2018/19 budget setting process.

It is proposed the plan will cover the period 2018-2023. The group will draw on a number of information resources to inform this process which may also involve engaging with other organisations to identify any synergy / opportunities to work in partnership. The group will also need to consider all sections of the Community and consider existing policies/ work streams in place within the Council.

RESOLVED

- a) Members approved the Terms of Reference of the group and ratified the proposed approach being taken to the development of the plan.

17/749 Review of Committee Terms of Reference/Corporate Policies

749.1 The Clerk introduced a report setting out a proposal to establish a small working group to review and develop the Councils policies and Committees terms of reference in a more structured way and to demonstrate ongoing good governance. The groups remit would be to review policies /terms of reference prior to formal consideration from Members with a view to streamlining the committee approval process. The intention would be that revised documents would then be published on the Councils website.

Members were in support of this initiative however in light of the number of members present at the meeting it was felt appropriate to defer the selection process of representatives until a future meeting. Members agreed that representatives would be sought from the Policy Resource & Communications Committee initially however if needed this could be opened up to other Committee Members.

RESOLVED

- a) A small advisory group ‘Constitutional Working Group’ be established to consider the development /review of the Councils policies and terms of reference.
- b) To defer the nomination of Members onto this group until the following meeting on 16th May.

17/750 Hassocks Parish Council Employer Discretions Policy

Members had previously approved entry into the WSCC (LGPS) pension scheme. The Clerk set out a paper detailing the proposed Pension Discretion policy which is an administrative requirement prior to the Council being able to formally enter the scheme. The policy (Appendix 1) has been developed based on model documents and designed to meet not only the Councils current requirements but also provide flexibility for future changes. Members discussed the proposed policy in detail and raised a number of technical queries which the Clerk responded to.

The Clerk informed Members that the Council is currently awaiting formal written acceptance from WSCC of the Councils entry into the scheme and the intention is to report back to Full Council once this notice has been received.

RESOLVED Members approved the Employer Discretion Policy and requested that the Clerk report back to Full Council once formal written confirmation of acceptance has been received from WSCC.

17/751 Urgent Matters at the discretion of the Chair for noting and/or inclusion on a future agenda.

There were no other urgent matters.

17/752 DATE OF NEXT MEETING

16th May 2017

The meeting closed at 8:45 pm

Signed.....

Date.....

ED&T Notes of meeting on the 4th April 2017 to support oral report to PR&C

Present:

Councillors: Frances Gaudencio / Judith Foot.

Co-opted member of ED&T Penny Wadsworth

Traders:

6 attended with one post apology

List of requests / issues

Suggested action referred to

Pavements too wide

Parking spaces too narrow

Ian W and parking group

Village market increases the trade of *some* other traders

CCTV cameras requested for High Street [Traders to be requested to submit request /or Council to take forward?](#)

Signpost indicating shops

Map of Hassocks businesses with inserts that could be added or removed to keep it current.

Suggested Consultant does research and work.

Suggestion that Hassocks Community Partnership be contacted to facilitate and possibly fund such projects [Frances G to liaise with Hassocks Partnership](#)

More bins required in High Street and positioned outside food retailers.

Wooden materials would be in keeping with High Street.

[Peter G for agenda with GE&N](#)

Website. Traders do not often look at Parish website. If they do not use Facebook regularly any link to it from the Parish will disappear! Suggestion that traders be given a form to submit any events they are proposing for website.

[Frances G and Clerk to utilise business pages or best communication tools](#)

Proposal that Jo from QD could work with PC to supply information from/to traders.

[Penny W to discuss with Jo from QD](#)

More policing required, to counter vandalism

Traders present will keep links between them and take on some initiatives like researching if a ring around scheme is viable for security, theft, vandalism.

[PC request that police can give a talk to Traders on crime prevention or traders themselves can request](#)

Conclusion

Consensus was there is insufficient interest in establishing a traders association but a loose informal group could still meet and network. Parish might have a meeting of all traders again in 6 months to 1 year to report back actions and initiatives. [A reformed ED&T group for organising this can be set up nearer the time either Oct/April.](#)