

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 13th February 2018
at **7.30 pm** in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Parish Clerk 8 February 2018

Members of the public are encouraged to come to the meetings and there is an opportunity for them to address the Council relating to the non-confidential items on the published agenda.

AGENDA

1. APOLOGIES

- 1.1 To Accept Apologies for Absence.

2. DECLARATIONS OF INTEREST

- 2.1 Disclosure by Councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.

3. MINUTES

- 3.1 To accept the minutes of the:

Parish Council meeting 9 January 2018

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 Planning Committee 22 January 2018 (for acceptance), Policy Resources and Communications 16 January 2018 (for noting) Grounds & Environment Committee 29 January 2018 (for noting) and the Neighbourhood Plan Working Group minutes for the 11th January 2018 (for noting)

6. CO-OPTING ONTO THE COUNCIL

- 6.1 Following the resignation of two former councillors in late November and early January respectively Council statutory notices were posted as required and the Council were advised that residents did not call for polls. The Council is now able to co-opt a suitable person(s) onto the Council.

The initial notice placed in respect of the December resignation has resulted in one resident applying to join the Council. Providing the resident meets the requirements to become a Councillor the Council should RESOLVE to co-opt that person onto the Council.

Members are therefore requested to consider co-opting Mr Mark Higgins.

The remaining vacancy relating to the January resignation is currently being advertised and will continue to be until such time other applicants(s) are forthcoming

7. **FINANCE**

- 7.1 To approve the Financial Report and authorise the list of payments in the sum of £ 20,888.12 for the period ending 31/12/2017 set out in (**Appendix 1.**)

8. **REPORTS**

- 8.1 District Councillors' Report
8.2 County Councillor Report
8.3 Rail Matters (oral report, Leslie Campbell)
8.4 Youth Initiatives
8.5 Police matters
8.6 Report from Councillors on meetings of outside bodies where the Council is represented.

9. **CHAIRMAN'S REPORT**

- 9.1 Verbal update

10 **CLERK'S REPORT**

- 10.2 **Terms of Reference** – (Appendix 2) Policy, Resources and Communications Committee considered the following Committee Terms of Reference at its meeting held on the 16th January 2018 (**PR17/45.1**)

- Policy Resources & Communications Committee
- Grounds & Environment Committee
- Planning Committee

These had previously been considered by the Governance sub group and the respective Committees chairpersons for comments and any suggested amendments. The intention is to incorporate these within the Standing Orders. Policy, Resources & Communications Members suggested a number of minor amendments which have been reflected in the attached Appendices. Members are therefore requested to consider the proposed Terms of Reference and formally adopt these documents.

- 10.3 **Highways Contract** - this is to advise members that the current arrangement with Burgess Hill Town Council to deliver Highways services in partnership with West Sussex County Council will cease at the end of this financial year due to County withdrawing future funding. Main stream highways work will continue to be delivered by WSCC but will be prioritised in line with the new county wide contract.

This will raise a number of operational issues for the Council which will need to be reviewed to identify alternative delivery models including areas such as the delivery of salt bags (winter plan), bus shelter cleaning etc. Funds were allocated in the 2018/19 budget for Highways (contract) works therefore funding should be available to fund alternative arrangements if members wish.

10.4 **Committee Membership** - the Council normally designates Committee memberships at the Annual Meeting held in May each year. This year the Council has had two member resignations one of whom was leading on the Parks project which is a key priority for the Council. It was therefore necessary to nominate a new lead member to take this project forward. The member nominated is Cllr Frances Gaudencio who does not currently sit on the Grounds & Environment Committee. Cllr Gaudencio has therefore requested that as she is now the lead member for delivering the Grounds & Environments Committee most significant project could she be considered for membership to this Committee.

Members are asked to consider this request and determine whether they are minded to approve this request.

10.5 **Interim Internal Audit** –The Council has received the interim Internal Audit report together with an action plan (Appendix 3) setting out nine recommendations which are in the process of being implemented. The Internal Auditors opinion was *'It is our opinion that the systems and internal procedures at Hassocks Parish Council are very well established, regulated and followed. Good progress has been made against recommendations I made on conclusion of my 2016/17audit. It is clear the Council takes policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose. I have identified a small number of recommendations for consideration by the Council.'*

If members wish to view the full report this can be inspected via the Clerk's Office.

Members are requested to note the actions being taken to address the recommendations.

10.6 **The Royal British Legion – WW1 Centenary Commemorations 2018.** At the Grounds and Environment Committee (29th January 2018) members considered a request from the British Legion to participate in a national initiative to celebrate and thank the First World War generation (**GE17/100**). One initiative that will be shown throughout the country is the 'Silent Soldier', a sponsored silhouette which will display a mark of respect to those who fell in the four years of war, leading to the Armistice in November 1918.

The Soldiers are made of a material called di-bond, which is an aluminium composite sheet, which is stable and rigid, and weather proof. Each soldier also comes with a number of attachments so it can be securely fitted where required. A donation of £250.00 is requested for the soldier. (Appendix 4)

17/100.1 It was unanimously RESOLVED TO RECOMMEND to Full Council that Hassocks Parish Council sponsors a 'silent soldier' for £250.00. To be funded from S137 funding.
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A further discussion considered possible options for siting the soldier and it was AGREED that the Adastra Garden of Remembrance was the most appropriate location. It was noted that this area is often targeted for vandalism, however it was hoped that due respect would be paid to this structure.

17/100.2 It was AGREED that the final location could be decided once the recommendation to sponsor the soldier had been considered by Full Council.
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Members are requested to consider this proposal and determine whether the Council wish to sponsor a 'Silent Soldier' in the sum of £250 and if approved agree the siting of the silhouette.

- 10.7 **Cycling Without Age Hurst & Hassocks** – Hassocks Parish Council, has recently been approached by a recently formed local voluntary organisation seeking funds to support the purchase of an electric Trishaw to enable lonely elderly residents back out on bikes back in the community. Details of the scheme are set out in Appendix 5 together with a link to the organisations crowdfunding webpage
<https://www.crowdfunder.co.uk/cycling-without-age-hurst-hassocks-1>.

Members are requested to consider whether they wish to make a contribution to this organisation to facilitate the purchase of the required Trishaw. The Council normally only considers grants for funding annually in October each year however not all budgeted funds were allocated therefore members may wish to consider the option of contributing to this initiative.

11. **Urgent Matters** at the discretion of the Chairman for noting and/or inclusion on a future agenda.
12. To note that the date of the next Council meeting is **Tuesday 13th March 2018**

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. **FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA**
During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting

Please Note

All members of the public are welcome to attend 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

				APPENDIX 1	
Hassocks Parish Council 2017/18					
Current Bank A/C 2114					
List of Payments made between 01/12/2017 and 30/12/2017					
(incl VAT)					
			Amount		
Date Paid	Payee Name	Reference	Paid £	Transaction Detail	
06/12/2017	Merlin Lighting Ltd	5595	2544.00	Xmas Lights Install/Repair	
06/12/2017	Trigger Solutions	5596	48.00	Removal of email addresses	
06/12/2017	Bee Cleen (Southern) Ltd	5597	162.00	Pavilion Cleaning Dec 2017	
06/12/2017	Mid Sussex District Council	5598	480.00	500 Parking Discs	
06/12/2017	Burgess Hill Town Council	5599	40.00	GDPR Training Course	
06/12/2017	Lawn Mower Services	5600	1043.61	Tractor Repairs & Service	
06/12/2017	Dowsettmayhew Planning	5601	3465.60	NP Consultation Nov 2017	
06/12/2017	Clayton & Keymer RB Legion	5602	37.00	s137 2 x Poppy Wreaths	
06/12/2017	Foster Landscapes Ltd	5603	84.00	June & Nov Safety Inspections	
20/12/2017	HMRC/PAYE	5604	2068.18	PAYE/NI December 17	
18/12/2017	Total December Salaries	5605, 06	6845.09	December 17 Salaries	
		5607, 08, 09			
20/12/2017	WSCC Pension Fund	5610	2440.66	Dec 17 Pension Contributions	
12/12/2017	Tracy Bates	5611	39.78	Christmas Hospitality	
20/12/2017	Rialtus Business Support	5612	192.00	RBS Software Annual Support	
20/12/2017	Quality Office Supplies	5613	23.69	Pavilion Supplies	
20/12/2017	Close Invoice Finance/TSS	5614	114.66	Pav legionella test Dec 17	
20/12/2017	Vitax limited	5615	618.71	Line Marker - Adastra Park	
04/12/2017	Barclays Bank	BARCLAYS	40.69	Bank Charges 13.10-12.11.17	
19/12/2017	British Gas	D/D B/GAS	51.61	P/O Gas D/D	
15/12/2017	British Telecom	D/D BT	61.84	P/O Telephone D/D	
01/12/2017	edf energy	D/D EDF	150.00	Pavilion Electric D/D	
01/12/2017	edf energy	D/D EDF	50.00	P/O Electricity D/D	
01/12/2017	Mid Sussex District Council	D/D MSDC	257.00	Business Rates Dec17	
01/12/2017	Southeast water	D/D SEWAT	12.00	Allotment water supply D/D	
01/12/2017	Southeast water	D/D SEWAT	12.00	Pavilion Water Supply D/D	
01/12/2017	Southeast water	D/D SEWAT	6.00	P/ Office Water supply D/D	
	Total Payments		20888.12		
	Signature				
	Date				

Date: 16/01/2018

Hassocks Parish Council New 2017/18

Page 1

Time: 09:56

Bank Reconciliation Statement as at 09/01/2018
for Cashbook 1 - Current Bank A/C 2114

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C 2114	29/12/2017	2	29,867.85
			<u>29,867.85</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	

Receipts not Banked/Cleared (Plus)

24,262.72

0.00

0.00

24,262.72

Balance per Cash Book is :-

24,262.72

Difference is :-

0.00

Date: 09/01/2018

Hassocks Parish Council New 2017/18

Time: 17:05

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>		
Total Year to Date	260,397.73			
Total Year to Date		254,951.46		
Total Receipts / Payments	260,397.73	254,951.46	Balance per Cash Book	Closing Trial Balance
Opening Balance	18,816.45			
Closing Balance		24,262.72	2,962.11	24,262.72
	<u>279,214.18</u>	<u>279,214.18</u>		

Date: 09/01/2018

Hassocks Parish Council New 2017/18

Page 1

Time: 17:11

Bank Reconciliation Statement as at 09/01/2018
for Cashbook 3 - Business Saver 3

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver 2514	29/12/2017	1	85.24
			<u>85.24</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85.24
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85.24
		Balance per Cash Book is :-	85.24
		Difference is :-	0.00

Date: 09/01/2018

Hassocks Parish Council New 2017/18

Time: 17:16

Receipts and Payments Summary - Cashbook 3

Business Saver 3

	<u>Receipt Totals</u>	<u>Payment Totals</u>		
Total Year to Date	0.01			
Total Receipts / Payments	0.01	0.00	Balance per Cash Book	Closing Trial Balance
Opening Balance	85.23			
Closing Balance		85.24	0.04	85.24
	<u>85.24</u>	<u>85.24</u>		

Date: 09/01/2018

Hassocks Parish Council New 2017/18

Page 1

Time: 17:00

Bank Reconciliation Statement as at 09/01/2018
for Cashbook 2 - Tracker A/C 3548

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker A/C 3548	29/12/2017	1	370,427.16
			370,427.16
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			370,427.16
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			370,427.16
			370,427.16
			Balance per Cash Book is :-
			Difference is :-
			0.00

Date: 09/01/2018

Hassocks Parish Council New 2017/18

Time: 17:07

Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>		
Total Year to Date	230,966.28			
Total Year to Date		220,000.00		
Total Receipts / Payments	230,966.28	220,000.00	Balance per Cash Book	Closing Trial Balance
Opening Balance	359,460.88			
Closing Balance		370,427.16	-50,866.51	370,427.16
	590,427.16	590,427.16		

Date: 09/01/2018

Hassocks Parish Council New 2017/18

Page 1

Time: 17:15

Bank Reconciliation Statement as at 09/01/2018
for Cashbook 4 - Business Saver 2

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Sver 2 5015	31/12/2017	1	0.05
			<u>0.05</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.05
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.05
		Balance per Cash Book is :-	0.05
		Difference is :-	0.00

Date: 09/01/2018

Hassocks Parish Council New 2017/18

Time: 17:16

Receipts and Payments Summary - Cashbook 4

Business Saver 2

	<u>Receipt Totals</u>	<u>Payment Totals</u>		
Total Receipts / Payments	0.00	0.00	Balance per Cash Book	Closing Trial Balance
Opening Balance	0.05			
Closing Balance		0.05	0.00	0.05
	<u>0.05</u>	<u>0.05</u>		

HASSOCKS PARISH COUNCIL TERMS OF REFERENCE

POLICY RESOURCES & COMMUNICATIONS COMMITTEE

Membership of the Policy Resources & Communications Committee

1. The Policy Resources & Communications Committee comprises of a minimum of seven Council members and is subject to a quorum of a minimum of three Councillors.
2. Membership of the Committee will be decided at the Annual Parish Council meeting each year, subject to the proviso that the Chair and Vice-Chair of the Parish Council shall, in any event, be ex officio members

Chairperson

3. The Chair of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.
4. The Vice-Chair of the committee will be elected by the committee at its first meeting after the Annual parish meeting.

Conduct of Meetings

5. All meetings of the Policy Resources & Communications Committee will be convened in accordance with the Parish Council's standing orders.
6. Meetings will be minuted by the Clerk/Deputy Clerk to the Council or another member of staff.

Responsibilities

7. To make recommendations to Full Council in respect of Standing Orders/Financial Regulations and the functions of Committees and Sub-Committees.
8. To make recommendations to Full Council in respect of overseeing all issues relating to Council employees including making recommendations to full Council in respect of the appointment and dismissal of the Parish Clerk.
9. To make recommendations to Full Council in respect of dealing with matters relating to the general day to day administration of the Council.
10. To make recommendations to Full Council in respect of dealing with matters specifically referred by the Council or any committee and with all matters not specifically referred to or delegated to any other committees.
11. To make recommendations to Full Council in respect of dealing with the terms and conditions of service of the Council's staff and making appropriate recommendations relying on the National Association of Local Councils where appropriate.

12. To make recommendations to Full Council in respect of any legal agreement that the Council might enter into.
13. To receive the budget recommendations of committees and recommend to the Council the precept for the next financial year.
14. To monitor the availability of Section 106 Funds and to respond on behalf of Council to non-Council applications for Section 106 funding.
15. To oversee the provision of training for Councillors and staff development.
16. Responsibility for the overall management and content of the Parish Website, social media and communication, including consultation initiatives.
17. Audit /Governance and the report of the Auditor.
18. To review the Councils policies to ensure they remain compliant with current regulations and reviewed in the context of local needs.
19. To promote and support the economic development of the village.

Financial Responsibilities

20. Policy Resources & Communications Committee shall be empowered to:

Authorise expenditure provided such expenditure is:-

Consistent with the responsibilities and areas of operation of the Policy Resources & Communications Committee

and

Within the budget set for Policy Resources & Communications as part of the Council's overall budget or within any additional budget for Policy Resources & Communications authorised by Full Council during the course of the financial year.

HASSOCKS PARISH COUNCIL TERMS OF REFERENCE

GROUND & ENVIRONMENT COMMITTEE

Membership of the Grounds & Environment Committee

21. The Grounds & Environment Committee comprises of a minimum of seven Council members and may include Co- opted members (non-voting) and is subject to a quorum of a minimum of 3 Councillors.
22. Membership of the Committee will be decided at the Annual Parish Council meeting each year, subject to the proviso that the Chair and Vice-Chair of the Parish Council shall, in any event, be ex officio members.

Chairperson

23. The Chair of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.
24. The Vice-Chair of the committee will be elected by the committee at its first meeting after the Annual Parish meeting.

Conduct of Meetings

25. All meetings of the Grounds & Environment Committee will be convened in accordance with the Parish Council's standing orders.
26. Meetings will be minuted by the Clerk/Deputy Clerk to the Council or another member of staff.

Responsibilities

27. The maintenance, promotion and administration of allotments.
28. The maintenance, promotion and administration and development of Adastra Park including the hire of the park and the Pavilion.
29. The maintenance of the Memorial Garden (Garden of Remembrance).
30. To manage and maintain trees on Parish land.
31. The maintenance, promotion and management of the Burial ground in Keymer.
32. The maintenance of Talbot Field under its charitable status.
33. The maintenance of Parklands Copse.
34. To provide, maintain, and replace street furniture such as: Litter bins, Public seats, Bus shelters, Notice Boards and signage.
35. To promote the village through supporting community events such as Twinning/May day celebrations.

36. To provide, maintain and replace Christmas lighting.
37. To provide, maintain and replace: Flowerbeds, Barriers troughs, Hanging Baskets etc.
38. To support and promote tree planting initiatives.
39. To support and promote environmental initiatives.
40. To support and promote Public Rights of Way.

Financial Responsibilities

41. Grounds & Environment Committee shall be empowered to:

Authorise expenditure provided such expenditure is:-

- Consistent with the responsibilities and areas of operation of the Grounds & Environment Committee
and
- Within the budget set for Grounds & Environment as part of the Council's overall budget or within any additional budget for Grounds & Environment authorised by Full Council or the Policy Resources and Communications Committee during the course of the financial year.

Fees & Charges

42. Consider and determine the fees and charges for all facilities under the responsibility of the Committee including hire fees, allotment rents and burial fees.

Reviewed JAN 18

HASSOCKS PARISH COUNCIL TERMS OF REFERENCE

PLANNING COMMITTEE

Membership of the Planning Committee

43. The Planning Committee comprises of a minimum of seven Councillors and is subject to a quorum of a minimum of three Councillors
44. Membership of the Committee will be decided at the Annual Parish Council meeting each year, subject to the proviso that the Chair and Vice-Chair of the Parish Council shall, in any event, be *ex officio* members

Chairperson

45. The Chair of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.
46. The Vice-Chair of the committee will be elected by the committee at its first meeting after the Annual parish meeting.

Conduct of Meetings

47. All meetings of the Planning Committee will be convened in accordance with the Parish Council's standing orders.
48. Meetings will be minuted by the Clerk/Deputy Clerk to the Council or another member of staff.

Responsibilities

49. To consider planning applications in respect of properties and development within the parish of Hassocks and to:
 - Determine whether to support or object on the Parish Council's behalf
 - Submit comments and recommendations on the Parish Council's behalf to the District Council as required.
50. To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments or recommendations of support or objection.
51. To ensure any objections or recommendations are based solely on planning criteria.
52. To consider consultations and correspondence regarding planning issues, including the infrastructure of the village, which may impact on planning at local regional or national level, and to respond on the Parish Councils behalf.
53. To take note of decision notices in respect of planning applications received from the District Council.

54. To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
55. To liaise with the District and County Council where appropriate
56. To consider applications for road closures
57. To consider issues relating to Public Rights of Way

Financial Responsibilities

58. Planning Committee shall be empowered to:

Authorise expenditure provided such expenditure is:-

- Consistent with the responsibilities and areas of operation of the Planning Committee
and
- Within the budget set for Planning as part of the Council's overall budget or within any additional budget for Planning authorised by Full Council or the Policy Resources and Communications Committee during the course of the financial year.

APPENDIX 3

Matters Arising

Matter Arising	Recommendation	Council Response
The Members' Code of Conduct was last reviewed in 2015,	It should be checked against NALC standards and represented to Council in the next 12 months.	Agreed – the Council is currently in the process of reviewing all its policies and this will be reviewed as part of this programme.
For one payment made to Dowsett Mayhew in June 2017, only one councillor had signed off the invoice as ready for payment	It is recommended that this is authorised by a second councillor retrospectively, and a check should be undertaken to see if there are any similar omissions	All payments have been reviewed.
The Council is considered a large council under transparency regulations, and must therefore follow the 2015 Transparency Code. I have reviewed your website, and have identified some areas where Hassocks PC is not complying with transparency regulation – for example, disclosure of payments above £500 in a prescribed format	I recommend that the Council carries out an audit to check compliance with requirements of the Transparency Code and rectifies any areas where shortfalls are identified – good practice can be identified on the website of Crowborough Town Council.	HPC currently publishes <u>all</u> transactions within Council agenda papers. We are in the process of developing ways of summarising/consolidating this data in line with the suggested best practice site which will be introduced in the new financial year.
Money cover does not appear sufficient for a Council that had over £375K held at bank at last year end: - Fidelity insurance cover is £100K - Money loss cover (non negotiable money) is £250K	I recommend that the insurers are contacted and appropriate money cover is put in place.	In discussion with insurer
Computer data is backed up daily on to a hard drive, and it is understood that backups are also made at an offsite location	I recommend that off-site back up is tested on an annual basis to ensure that the Council can access all data remotely from backups.	Agreed

The Council will be reviewing reserves at the January 2018 meeting of Full Council, with the aim of ensuring adequate earmarked reserves are in place to support initiatives identified by the emerging Business Plan	I recommend that a 3 year financial plan should be developed going forward, which should be linked to the Business Plan.	Agreed – The Council will work towards formalising a 3 year financial plan.
The Council is currently carrying out a detailed review of its fixed asset register, following recommendations I raised last year.	The Council is aiming to complete this work in order to produce an asset register in a format set out by NALC guidance by 31 March 2018	In progress
The Council is currently holding v all of its cash (£380K at 31.3.17) with a single financial institution.	It would be prudent to spread these funds over a range of bank accounts over the course of next 6-12 months to reduce vulnerability of the Council to bank failure, and to take advantage of the Financial Services Guarantee Scheme.	Agreed
The position on the Talbot Field Trust remains outstanding	The position on this Trust must be resolved by 31.3.18.	In progress

APPENDIX 4



Patron Her Majesty The Queen

PBate@britishlegion.org.uk

**Polly Bate
Community
Fundraiser West
Sussex**

T 07458047235

www.britishlegion.org.uk

Legion Contact Centre
0808 802 8080

Registered Charity Number:
219279

5th January 2018

Dear Mr. Cumberworth,

Is your Parish Council looking for a way to commemorate the 100 year anniversary to mark the end of the First World War?

This year, across the Country, the Nation will be joining together to thank the First World War generation and all those who served, sacrificed and saved our world. One initiative that will be shown throughout the country is the 'Silent Soldier', a sponsored silhouette which will display a mark of respect to those who fell in the four years of war, leading to the Armistice in November 1918.

West Sussex Royal British Legion would like to invite your Parish to sponsor a 'Silent Soldier', to show your support this year. As shown in detail on the enclosed flyer, we hope to see many 'Silent Soldiers' appearing across West Sussex, appearing on buildings, in gardens and fields, on roundabouts and many other places.

Sponsoring a 'Silent Soldier' means the Royal British Legion can continue to support and care for Veterans from all Wars since WW1, and provide life changing benefits to those members of the armed forces communities affected, both individually and as a family.

If you wish to find out more about this initiative, please do get in touch. Alternatively, if you are interested in supporting the Royal British Legion commemorate the end of the First World War in different ways, there are so many ways your community can get involved - please contact me if you would like to hear more.

Thank you for your time and I look forward to hearing from you.
Kind regards,

Polly Bate

APPENDIX 4



The Silent Soldier can be fixed to buildings and walls and will appear as troops did between 1914-1918 when returning home “silently”. The Silent Soldier is a mark of respect to the many who lost their lives and never

The Silent Soldier comes complete with a post, screws and your name at the bottom as seen in the photo example.

For further information please contact

Sonja Moss, CFR East Sussex
SMoss@britishlegion.org.uk

Polly Bate, CFR West Sussex
PBate@britishlegion.org.uk



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APPENDIX 5

EXTRACT FROM E-MAIL

Subject: Cycling Without Age Hurst & Hassocks

Dear Ian

I'm getting in touch to ask if we could apply to the Parish Council for funding to help buy our first Trishaw.

Here is some information about us:

Cycling Without Age Hurst and Hassocks is a new voluntary community group that is raising funds to buy an electric Trishaw so we can get lonely elderly resident out on a bike and back into the community.

Volunteers known as Pilots will take elderly people out in the fresh air, so they feel the wind in their hair, are given an opportunity to share their stories, develop new inter-generational friendships with Pilots and have fun. As part of the experience they will stop off for a cup of tea, or something stronger at a local pub, so there is time to chat.

Cycling Without Age principles are: Generosity, Slowness, Storytelling, Relationships and Without Age.

The movement began in Copenhagen in 2012 and has now spread around the world and we want our local villages to be involved and benefit too.

There is a Cycling Without Age chapter in Brighton so we took two of our elderly residents (Margie Hall & Margaret Tester) for a ride on their bike and they absolutely loved it - they felt free, enjoyed the wind on their face and that everyone smiled and waved at them. Our guinea pigs are actually both very active in the community, but think how brilliant this experience must be for lonely elderly people who spend the majority of their time indoors and on their own.

As the experience in Brighton highlights Cycling Without Age doesn't just put a smile on the faces of the elderly passengers, but also everyone who sees the bike and in that way can help strengthen communities and make elderly people, who often feel invisible, included. Pilots also benefit greatly from the experience, as not only does it help keep them fit (though it is an electric bike so you don't have to be super fit), it's a meaningful experience that's good for the soul.

We are currently talking to local care homes, sheltered housing and groups who work with the elderly so we can work together to take their residents and group members out.

We need to raise £7000 for our first bike (cover insurance and set up) so to help secure more pledges we have arranged for Trishaws to come to Hassocks and Hurstpierpoint on 9th and 10th Feb so elderly people can give them a try and local people can see them in action and see the joy that cycling brings.

On 9th Feb Ole Kassow, founder of Cycling Without Age is coming from Copenhagen to the Proper Cycling Cafe in Hassocks to take elderly residents for rides.

In the evening we are organising an event at which Ole will talk about Cycling Without Age

and the positive impact is having on the wellbeing of elderly people and how it brings together communities. If you or one or two of your Councillors would like to attend please let me know so I can send further details.

On Saturday 10th we will be offering rides from 10-12 noon in Hassocks and rides down to Danny House from Hurstpierpoint in the afternoon.

There are further details on our Crowdfunding page, see:

<https://www.crowdfunder.co.uk/cycling-without-age-hurst-hassocks-1>

Our Crowdfunding runs until 19th February Hurstpierpoint & Sayers Common Parish Council are supportive of this initiative and have pledged £500, so I hope Hassocks might be able to do something similar.

We feel this is an exciting project which will benefit the whole of our community, but especially lonely elderly resident.

I look forward to hearing from you.

Kind regards

Bridget Hamilton
Chapter Captain