HASSOCKS PARISH COUNCIL

The ANNUAL STATUTORY MEETING of HASSOCKS PARISH COUNCIL will be held on TUESDAY 8 MAY 2018 and follow on from the Annual Parish meeting which is scheduled to commence at 7.30pm in the Parish Centre, Adastra Park, Hassocks

Parish Clerk 1 May 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. ELECTION OF CHAIRMAN
- 2. DECLARATION OF ACCEPTANCE OF OFFICE
- 3. ELECTION OF VICE CHAIRMAN
- 4. APOLOGIES
- 5. DISCLOSURE OF INTERESTS

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.

6. APPOINTMENT OF STANDING COMMITTEES AND WORKING GROUPS

To confirm the membership of each of the following set out in (Appendix 1)

- (a) Policy, Resources and Communications
- (b) Grounds and Environment
- (c) Planning
- (d) Neighbourhood Plan Working Group
- (e) Parking Working Group
- (f) Adastra Park Working Group
- (g) Business Plan Working Group
- (i) To confirm that the Chair of the Council is ex-officio Member of each Standing Committee
- (j) To confirm that the Vice Chair of the Council is ex-officio Member of each Standing Committee
- (k) Appointment of Tree Warden

7. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Details of Outside bodies are set out in (Appendix 2)

8. MINUTES

8.1. To resolve that the minutes of the Council Meeting held on 10 April 2018 be taken as read, confirmed as a correct record and signed by the Chairman.

9. 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 items of business included in the agenda, in accordance with Standing Orders.

10. TO ACCEPT THE FOLLOWING MINUTES

- 10.1 Planning Committee 17th April 2018 (For noting only)
- 10.2. Policy Resources & Communication 18th April 2018 (For noting only)

11. FINANCE

- 11.1. To approve the Financial Report and authorise the list of payments in the sum of £23,792.89 issued between 1 March 2018 and 31st March 2018. (Appendix 3)
- **12. PRECEPT** This is to confirm to Members that the Council has received its first precept instalment in the sum of £137,505

13. REPORTS

- 13.1. Mid Sussex District Councillors Report
- 13.2. West Sussex County Councillor Report
- 13.3. Rail Matters oral Report (Leslie Campbell)
- 13.4. Youth Initiatives -oral report (Kate Bailey)
- 13.5 Police matters
- 13.6. Reports from Councillors on meetings outside bodies where the Council is represented.

14. CHAIRMAN'S REPORT

- 14.1 Current matters (oral report)
- 14.2 Twinning Representation (verbal update)

15. CLERK'S REPORT

- 15.1. London Bridge Protocol- Mid Sussex District Council have recently reviewed its protocol setting out how they would mark the event of a senior member of Royal Family passing away (Appendix 4) Within the document a number of references are made suggesting that Parish Council(s) are encouraged to consider if they wished to adopt part of the protocol to pay their respects to the Royal family within the Parish. Members are invited to consider the specific items set out in the protocol and indicate whether the Council are minded to adopt the principles set out in the document.
- 15.2 **Asset Register** This report updates members of the position on the Councils assets. The detailed document together with details of insurance cover were considered in detail by Policy Resources & Communications Committee on 18th April 2018 as part of the Annual Governance framework. The report set out how we have reviewed the records, undertaken condition surveys of assets and plotted our assets on 'Parish online' which is a Geographical Information System. This means that Council assets have been plotted on a series of maps electronically so that we are able to identify their specific locations within the parish. Full Council are required to consider and approve the Asset Register and confirm that this is a true and fair representation of the Councils assets. (Appendix 5)

Clerk: Ian Cumberworth, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH Tel: 01273 842714 email: info@hassocks-pc.gov.uk

Members are therefore RECOMMENDED to approve the revised Asset Register.

16. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN for noting and/or inclusion on a future agenda.

17. DATE OF NEXT MEETING

To note that the date of the next Council meeting is Tuesday 12th June 2018 at 7.30pm.

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.

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

APPOINTMENT OF STANDING COMMITTEES & WORKING GROUPS COMMITTEE MEMBERSHIP

POLICY RESOURCES & COMMUNICATIONS

(Currently 8 Members)

Current members 2017/18	2018/19 – Members wishing to be considered for PR&C	Agreed PR&C Members for 2018/19 as at 8/5/18
Kate Bailey	Kate Bailey	
Peter Gibbons	Peter Gibbons	
lan Weir	lan Weir	
Judith Foot	Judith Foot	
Francis Gaudencio	Francis Gaudencio	
Sue Hatton	Sue Hatton	
Georgia Cheshire	Georgia Cheshire	
7	7	

GROUNDS & ENVIRONMENT

(Currently 9 Members plus 4 co-opted)

Current members 2017/18	2018/19 – Members wishing to be considered for G & E	Agreed G & E Members for 2018/19 as at 8/5/18
Kate Bailey	Kate Bailey	
Jane Baker	Jane Baker	
Leslie Campbell	Leslie Campbell	
Georgia Cheshire	Georgia Cheshire	
Peter Gibbons	Peter Gibbons	
Bill Hatton	Bill Hatton	
Frances Gaudencio	Francis Gaudencio	
Darryl Sinclair		
lan Weir	lan Weir	
	Emma Woods	
Sue Hatton	Sue Hatton	
10	10	

PLANNING COMMITTEE

Current members 2017/18	2018/19 – Members wishing to be considered for Planning	Agreed Planning Members for 2018/19 as at 8/5/18
Leslie Campbell	Leslie Campbell	
Judith Foot	Judith Foot	
Nick Owens	Nick Owens	
Victoria Standfast	Victoria Standfast	
Mark Higgins	Mark Higgins	
Bill Hatton	Bill Hatton	
Jane Baker	Jane Baker	
7	7	

NEIGHBOURHOOD PLAN WORKING GROUP (Currently 8 Members plus 3 Co-opted)

Current members 2017/18	2018/19 – Members wishing to be considered for Neighbourhood Plan Working Group	Agreed Neighbourhood Plan Working Group Members for 2017/18 as at 8/5/18
Sue Hatton	Sue Hatton	**************************************
Mark Higgins	Mark Higgins	
lan Weir	lan Weir	****
Judith Foot	Judith Foot	
Nick Owens	Nick Owens	
Victoria Standfast	Victoria Standfast	1400 1400
Bill Hatton	Bill Hatton	
Frances Gaudencio	Frances Gaudencio	
	Emma Woods	
8	9	***

PARKING WORKING GROUP (Currently 3 Members plus 3 Co-opted members)

Current members	2018/19 - Members	Agreed Parking
2017/18	wishing to be	Working Group
	considered for	Members for 2018/19
	Parking Working	as at 8/5/18
	Group	
Peter Gibbons	Peter Gibbons	
Sue Hatton	Sue Hatton	
lan Weir	lan Weir	
3	3	17. 11

ADASTRA PARK WORKING GROUP

Current members 2017/18	2017/18 – Members wishing to be considered for Adastra Park Working Group	Agreed Adastra Park Working Group Members for 2018/19 as at 8/5/18
Frances Gaudencio	Frances Gaudencio	
Georgia Cheshire	Georgia Cheshire	
Bill Hatton	Bill Hatton	
Jane Baker	Jane Baker	
Kate Bailey	Kate Bailey	
5	5	

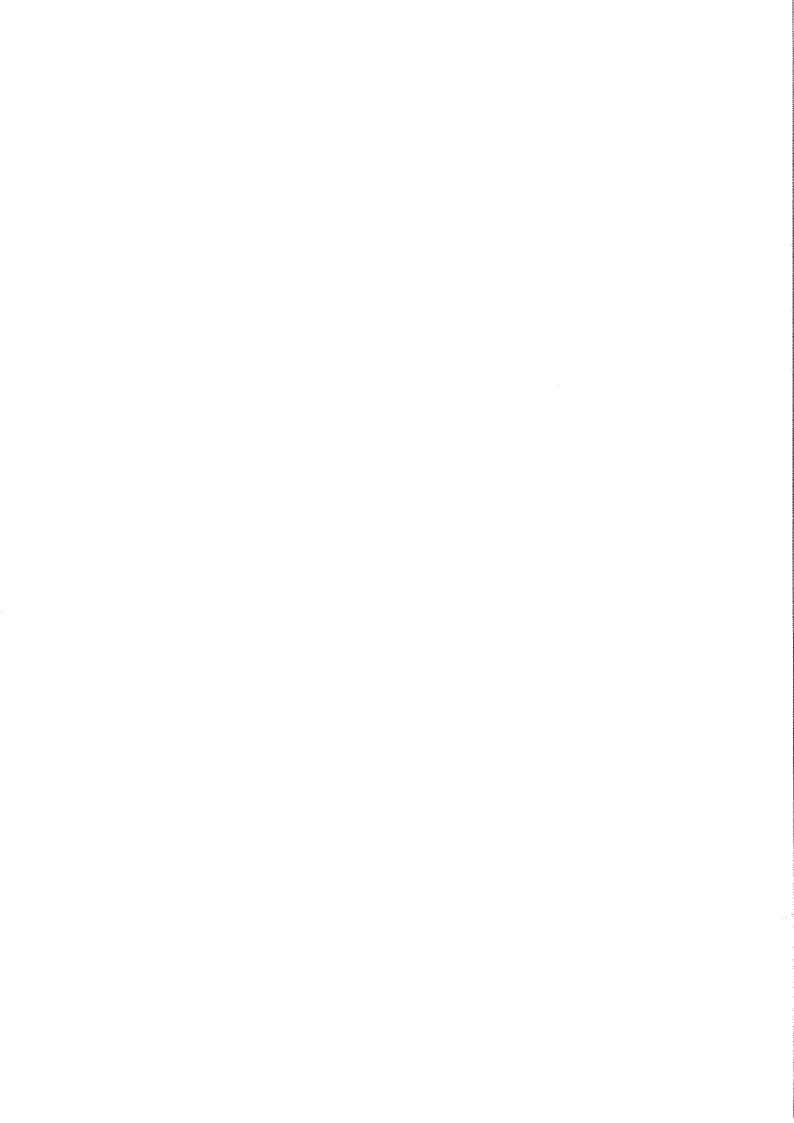
BUSINESS PLAN WORKING GROUP (Currently 3 Members)

Current members 2016/17	2017/18 – Members wishing to be considered for Business Plan Working Group	Agreed Business Plan Working Group Members for 2017/18 as at 9/5/17
Frances Gaudencio	Frances Gaudencio	
Judith Foot	Judith Foot	
Kate Bailey	Kate Bailey	
3	3	

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES APPENDIX 2

SCHEDULE OF REPRESENTATIVES OF OUTSIDE BODIES AGREED AT THE ANNUAL MEETING 2017.

OUTSIDE BODY	Current Representatives 2017/18	Agreed Representatives 2017/18 as at 8/5/18
Adastra Hall Management Committee	Kate BaileySue Hatton (Substitute)	
Ditchling Local Transport Group	Ian WeirVictoria Standfast (Substitute)	
Hassocks Amenity Association (HAA merged with HCP)	Peter Gibbons	N/A
Hassocks Amenity Association Rail Group	Leslie CampbellPeter Gibbons	
Hassocks Community Organisation (merged HAA & HCP)	 Georgia Cheshire Frances Gaudencio (substitute) 	
Hassocks Community Partnership (HCP)	Kate Bailey	N/A
Hassocks Twinning Association	Kate Bailey	
Police Neighbourhood Panel	Jane Baker Kate Bailey (Substitute)	
Mid Sussex Voluntary Action Service	No formal representation	
Mid Sussex Association Of Parish Councils	• Frances Gaudencio	
MSDC Green Circle Steering Group	Leslie Campbell Victoria Standfast	
Oakland Mill Trust	Bill Hatton	
WSCC South Mid Sussex County Local Committee	 lan Weir Frances Gaudencio (Substitute) 	
MSDC Parish Liaison Meetings	Bill Hatton lan Weir	
Downland Schools Sports Hall Committee	Bill Hatton (School sports hall Committee)	
Air Quality Management Area (Aqma)	Sue HattonJudith Foot	



Hassocks P	arish Council 2017/18			
	nk A/C 2114			
	ments made between 01/03/	2018 and 21/	N2 /2019	
(incl VAT)	Terris made between 01/03/	2018 and 31/	03/2018	
(IIICI VAI)				
Date Paid	Davida Nama			
	Payee Name		Amount	Transaction Detail
	Mark Mulberry	5661		Interim Audit 17/18
	Coastline Fire Protection Ltd	5664		Pav/Office Fire Extinguishers
	Biffa Waste Services Ltd	5665		Biffa Waste 20/01/18-23/02/18
	Dowsettmayhew Planning	5666		NP Consultancy Nov 17-Feb 18
	Shredded Neat	5667		Office Shredding
	CVC Direct Ltd	5668		Air Handling Filters Pavilion
	Close Invoice Finance/TSS	5669		Legionella Pavilion February
	KCS Professional Services	5670		P/Copier Contract Jan-Mar 18
13/03/2018	+	5671		Petty Cash Top Up
	Total March Salaries	5672,73,74	6770.23	March 18 salaries
20/03/2018		5675,76		
	HMRC/PAYE	5677		PAYE/NI March 18
	WSCC Pension Fund	5678		March 18 Pension
	Hassocks Hardware	5679		Hassocks Hardware Store
	Foster Landscapes Ltd	5680		Re-issued chqs + Play inspec
	Void Cheque	5681	0	Void Cheque
20/03/2018		5682	230.00	Repairs-London Rd Bus Shelter
	Society of Local Council Clerk	5683		SLCC Clerks Conference
	Bee Cleen (Southern) Ltd	5684	216.00	Pavilion Cleaning March 2018
	Beth Dalgleish	5685	24.00	Parking leaflet Distribution
22/03/2018		5686	320.00	CiLCA Programme
	Nick Setford	5687	52.50	Groundsman's Cover Mar 2018
	Mid Sussex District Council	5688	2481.34	Dog Bin contract 17/18
	G A Hinde Window Cleaning	5689	80.00	Window Cleaning
29/03/2018	L	5690	209.46	Exchange Online licences
	G A Hinde Window Cleaning	5691	80.00	Window Cleaning Aug/Nov17
	Biffa Waste Services Ltd	5692	466.98	Biffa Waste 24.2-30.3.18
	Southdowns Gutter Cleaning	5693	75.00	P/O Gutter Clearing
	Rob Eager- Rooted Gdn	5694	375.00	Memorial Gdns B/G Jn-Mar18
	Void Cheque	5697	0.00	Void Cheque
	Mark Mulberry	5698	126.00	Payroll Jan-Mar18
	Barclays Bank	BARCLAYS	24.29	Bank Charges 15.1-12.2.18
15/03/2018		D/D GAS	62.13	P/O Gas D/D
	British Telecom	D/D BT	67.08	P/O Telephone D/D
1/03/2018		D/D EDF	205.00	Pavilion elec D/D
	Public Works Loan Board	D/D PWLB	1383.21	Pavilion Loan Repayment
1/03/2018		EDF D/D	72.00	P/O elec D/D
1/03/2018	Southeast water	D/D	12.00	Pavilion Water Supply D/D
1/03/2018	Southeast water	D/D		Allot Water Supply D/D
1/03/2018	Southeast water	D/D		Parish Off Water Supply D/D
	Total		23792.89	
igned		Date		

Hassocks Parish Council 2017/18

Date: 06/04/2018

Summary Bank Reconciliation Statement as at 31/03/2018

for Cashbook 1 - Current Bank A/C 2114

Bank Statement Account Name (s)	Statement Date		Balances
Current Bank A/C 2114	29/03/2018		46,150.74
			46,150.74
Unpresented Cheques (Minus)		Amount	
		7,961.83	
Total			<u>7,961.83</u>
	•		38,188.91
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			38,188.91
Balance per Cash Book is :-			38,188.91
Difference is :-			0.00

Hassocks Parish Council New 2017/18 Receipts and Payments Summary - Cashbook 1 Current Bank A/C 2114

	Receipt Totals	Payment Totals	
Total Year to Date	335,802.05	316,429.59	
Total Receipts / Payments	335,802.05	316,429.59	Closing Trial Balance
Opening Balance	18,816.45		
Closing Balance		38,188.91	38,188.91
	354,618.50	354,618.50	•

Date: 06/04/2018

Tracker A/C 3548

Hassocks Parish Council New 2017/18

User: TRACY

Page 1

Time: 12:11

Bank Reconciliation Statement as at 31/03/2018 for Cashbook 2 - Tracker A/C 3548

Statement Date

29/03/2018

Page No Balances

1 320,604.61

Amount
0.00
0.00
320,604.61

Receipts not Banked/Cleared (Plus)

Bank Statement Account Name (s)

Unpresented Cheques (Minus)

0.00

0.00

320,604.61

Balance per Cash Book is :-

320,604.61

Difference is :-

0.00

Hassocks Parish Council New 2017/18

Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	Receipt Totals	Payment Totals	
Total Year to D	Date 231,143.73	270,000.00	•
Total Receipts / Payme	nts 231,143.73	270,000.00	Closing Trial Balance
Opening Balance	359,460.88		
Closing Balance		320,604.61	320,604.61
	590,604.61	590,604.61	



Date: 06/04/2018

Hassocks Parish Council New 2017/18

conciliation Statement as at 31/03/2018 User: TRACY

Page 1

Time: 12:07

Bank Reconciliation Statement as at 31/03/2018 for Cashbook 3 - Business Saver 3

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Saver 2514	29/03/2018	1	85.28
			85.28
Unpresented Cheques (Minus)		Amount	
		0.00	
			0.00
			85.28
Receipts not Banked/Cleared (Plus)			
-		0.00	
			0.00
		_	85.28
	Balance p	er Cash Book is :-	85.28
		Difference is :-	0.00

Hassocks Parish Council New 2017/18

Cashbook 3

Business Saver 3

Page: 3

User: TRACY

Receipts						No	minal Le	dger Anal	ysis
Receipt Ref	Name of Payer		Received	£ Debtors	£ VAT		<u>Centre</u>	£ Amount	Transaction Detail
	ь	alance Brought Fwd :	85.23					85.23	
barclays	Banked: 29/12/201	7 0.01							
barclays	Barclays Bank		0.01			1090	110	0.01	Bank Interest 4.9-3.12.17
barclays	Banked: 05/03/201	8 0.04							
barclays	Barclays Bank	-	0.04			1090	110	0.04	Interest 4.12.17-4.3.18
	Total Receip	ets 0.05		0.00	0.00			0.05	
	Cashbook Tota	ls 85.28		0.00	0.00		· 	85.28	
	•	Ha	ssocks	Parish Cour	ncil New	2017	/18		Page: 4
	•			Cashbool	< 3				User: TRACY
				Business Sa	ver 3				
Payments						Non	ninal Lec	iger Analy	sis
Date Pa	ayee Name	Referen	ce £ Total	Amnt £ Cred	<u>itors</u>	<u>£ VA</u>			Amount Transaction Detail
									···

 	<u>Coletell</u>	CE E TOTAL ATTILL	L Creditors	£ VAI	Avc Centre	£ Amount	Transaction Detail	
								1
 		0.00					· .	
	Total Payments	0.00	0.00	0.00		0.00		**
	Balance Carried Fwd	85.28					•	
	Cashbook Totals	85.28	0.00	0.00		85.28		
				**		***		

Date: 06/04/2018

Hassocks Parish Council New 2017/18

Time: 12:14

Bank Reconciliation Statement as at 31/03/2018 for Cashbook 4 - Business Saver 2

Page 1

User: TRACY

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Sver 2 5015	29/03/2018	1	0.05
		_	0.05
Unpresented Cheques (Minus)		Amount	
		0.00	
			0.00
		,	0.05
Receipts not Banked/Cleared (Plus)			
		0.00	
		_	0.00
			0.05
	Balance p	er Cash Book is :-	0.05
		Difference is :-	0.00

Hassocks Parish Council New 2017/18

Cashbook 4

User: TRACY

Page: 4

D	inoon	Saver	2
Dus	mess	Saver	_

Paymer	nts		Nominal Ledger Analysis				
<u>Date</u>	Payee Name	Reference £ T	otal Amnt	£ Creditors	<u>£ VAT</u>	A/c Centre	£ Amount Transaction Detail
			0.00				
	Tot	al Payments	0.00	0.00	0.00		0.00
	Balance	Carried Fwd	0.05				
	Cash	book Totals	0.05	0.00	0.00		0.05

Hassocks Parish Council New 2017/18

Page: 3

Cashbook 4

Business Saver 2

User: TRACY

Receipts Nominal Ledger Analysis					
Receipt Ref Name of Payer Balan	£ Amnt Received ce Brought Fwd: 0.05	£ Debtors	£VAT A/c	<u>C Centre</u> <u>£ Amount</u> <u>Trans</u>	saction Detail
Banked:	0.00 0.00	• ·		0.00	·
Total Receipts	0.00	0.00	0.00	0.00	
Cashbook Totals	0.05	0.00	0.00	0.05	

MID SUSSEX DISTRICT COUNCIL

PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE

This protocol sets out the action to be taken in the event of the death of:

H.M. The Queen

H.R.H. The Duke of Edinburgh

H.R.H. The Prince of Wales

H.R.H. The Duchess of Cornwall

H.R.H. The Duke of Cambridge

H.R.H. The Duchess of Cambridge

H.R.H. Prince George of Cambridge

H.R.H. Princess Charlotte of Cambridge

H.R.H. Prince Henry (Harry) of Wales

H.R.H. The Duke of York

H.R.H. The Princess Royal

H.R.H. The Earl of Wessex

H.R.H. The Countess of Wessex

- o The Prime Minister
- The Members of Parliament for the constituencies of which the Mid Sussex
 District Council forms a part
- A serving Chairman or Leader of the Council
- o A serving member of the Council

Contact details for all those with responsibilities under this protocol are set out in Annexe 5

This protocol was agreed by the Chief Executive on 13th February 2017

This protocol was ratified the Leader of the Council on 15th February 2017

REVIEWED: March 2018

PART 1 Implementation of the Protocol on official confirmation of the death

Action required	Authorised by	Other Notes
Mid Sussex District Council's mourning Protocol will be implemented on the formal announcement of the death of any one of those persons named on page 1 of this Protocol.	Implementation will be authorised by the Chief Executive or in his / her absence by the Head of Regulatory Services or the	

PART 2 Flag flying

Action required	Implemented by	Other Notes
Immediately the flags being flown will be lowered to half-mast. In the case of the death of a senior Royal family member flags will be replaced with the Union Flag.	At the council offices by the Facilities Manager/Officer.	See the note in Annexe 1 to this protocol, setting out the correct procedure for flying a flag at half-mast. If the death falls on St. George's Day or the period of mourning includes St. George's Day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast.
Applicable only following the death of the Sovereign: On Proclamation Day (D+1) (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will - at 11.00 - be raised to full mast and flown throughout the day at full mast. On the day following Proclamation Day (D+2) they will be returned to half-mast at approx. 13.45 hours once the Mid Sussex Proclamation has been read.*	At the council offices by the Facilities Manager/Officer.	Local proclamations are read on D+2 to allow time for The Heralds to make the proclamations in the three countries that, with England, form the United Kingdom. (D+2) Revised cascade timings:* WSCC – 12.30 pm (VC to attend) MSDC – 1.30 pm (Chairman) Town & Parish Councils – 2.30 pm







On Subsequent Days:

Following the death of the Sovereign or other members of the Royal Family identified in the list on page 1, flags will continue to be flown at half-mast until 08.00 on the day following the funeral.

For all others identified in the list on page 1, flags in Mid Sussex will fly at halfmast on the day of the announcement of the death. On subsequent days the usual local arrangements will resume until the day of the funeral when they will again fly at half-mast.

As above

The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family the number of days will be fewer, usually 8 days.

*

PART 3 Books of Condolence

Action required	Implemented by	Other Notes
On the day following the	MSDC - Democratic Services	Democratic Services will
announcement of the death		ensure there is adequate
of the Sovereign, The Duke		paper available in the book.
of Edinburgh, The Prince of		
Wales or The Duchess of		Any pages that have been
Cornwall, a Book of		defaced or include offensive
Condolence will be opened		or other questionable
at the Council Offices.		comments should be quietly
		removed until such time as
On the death of the	Town & Parish Clerks	a decision can be taken as
Sovereign or The Duke of		to whether or not they be
Edinburgh other Books of		permanently excluded. At
Condolence may be opened		MSDC this will be referred to
at Town and Parish Councils.	9	the Business Unit Leader –
		Democratic Services and
Books of Condolence will be	Some Members of the public	
open from 08.45 to 17.15	may wish to lay flowers. DS	recorded separately. Town
Monday to Thursday and	and those attending queues	and Parish Clerks should
08.45 to 16.15 on a Friday.	will direct people to the	consider adopting a similar
They will remain open until	grass verge outside the CEx	procedure.
the close of the council	suite facing toward the Oak	
offices on the day following	Door. Some may also be laid	·
the funeral.	around the flag pole base.	

A suitable table and chair will be positioned within each selected suitable place. Books of Condolence (looseleaf black folders) and a supply of black edged paper will be supplied by Democratic Services as will table cloths, a framed photograph of the deceased and a maintainable stock of fresh cut flowers.	Facilities Manager/Officers by arrangement with Democratic Services.	At the death of the Sovereign it is proposed that the Chairman's room is used. Tensa-barriers will be arranged in the Member's Lobby to manage queues. Democratic Services will maintain a stock of items including loose-leaf black folders, a supply of black edged paper, table cloths and framed photographs of members of the Royal Family.
The Leader will issue a statement via the Press Office, expressing the sadness of the Council and people of Mid Sussex at the news of the death of The statement will also appear on the home page of the Council's Website.	Statement to be issued by the Media & Comms team. Webmaster to ensure copy of statement appears on the home page of the Council's website.	the statement is set out in Annexe 2
The statement will confirm that flags are to be flown at half-mast and will give details of Books of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal website.		The MSDC statement should also refer to any condolence books being opened by Town and Parish Councils
On the death of any another significant person, the Chief Executive will discuss with the Leader whether an e-Book of Condolence should be opened on the Council's own website.		
When a Condolence book has been closed it will be bound and kept within the Council offices or sent to Buckingham Palace, as appl'	Democratic services	

PART 4 Events during the period of Mourning

Action required	Implemented by	Other Notes
To review the programme of engagements undertaken by the Chairman and Vice-Chairman to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	Chairman and the PA to the Chairman.	Consideration may also be given to working with local faith groups to arrange some sort of Service on the eve of the funeral.

PART 5 Proclamation Day

	Action required	Implemented by	Other Notes
	In Mid Sussex the Proclamation will be read as follows:		
	By the Chairman at 1.30 pm . on D+2 outside of the Council Offices at the Oak Door area	access and set up a platform	
*	By Town Mayors at 2.30 pm . on the same day from the balcony/steps of the Town Councils in Haywards Heath, Burgess Hill and East Grinstead. Parish Council Chairman may do the same.	Town & Parish councils to make local arrangements	
	All those listed in Annexe 3 to be invited to be present. Councillors and Officers to wear dark lounge suit / jacket and trousers. Gentlemen to wear a Black tie. Black Arm bands to be available.	Notification of the reading of the Proclamation to be given by the Civic Officer to those identified in Annexe 3 .	
	Reading of the Proclamation to be publicised.	Media / Comms team and Webmaster to ensure that the public are informed by press release and item on the Council's website	

Arrangements to be made	Democratic Services	
for crowd management,		
liaison with local police,		
town centre manager and		
other agencies.		
Arrangements to be made	Media & Comms team	
for media access.		

PART 6 Dress Code

Action required	Implemented by	Other Notes
A stock of black ties, and black arm bands will be held in and available from Democratic services for use by Members and Senior Officers attending on Council business following the death of a senior figure.	maintained in good order by	At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement. A list of suppliers for these items is set out in Annexe 4
On the death of the Sovereign, the Mid Sussex Chains of office will be suitably adapted for the Chairman & Vice Chairman. The Chairman's badge of office will be covered with black purse of similar size. The Vice Chairman's badge of office will be worn on a black neck ribbon.	Democratic Services	From the day of death until and including the day of the funeral of the Sovereign

PART 7 - Marking a Silence

Action required	Implemented by	Other Notes
Where the death of a senior member of the Royal Family is to be marked by a Silence, an announcement will be made by Buckingham Palace.		
In Mid Sussex the Chairman will lead a Public Silence outside of the Council Office.	Facilities Manager & the Media & Comms team to arrange access and set up a public address system	
All those listed in Annexe 2 to be invited to be present. Dark attire. Black tie. Arm bands to be available.	Notification of the reading of the Proclamation to be given by the Civic Officer to those identified in Annexe 2 .	

The Public Observing of the Silence to be publicised.	Media & Comms team and Webmaster to ensure that the public are informed by press release and item on the Council's website	
Arrangements for media access	Media & Comms team	
Arrangements to be made for crowd management, and liaison with local police, town centre manager and other agencies.	Democratic Services	

PART 8 – Letters of Condolence

Action required	Implemented by	Other Notes
As soon as possible, a letter of condolence will be drafted and circulated to the Leader of the Council and the Chief Executive before dispatch	Executive	x1 only to be sent on behalf of Mid Sussex District Council

Flying flags at half mast

Full details of the correct way to fly flags at half-mast is given on the website of the Flag Institute (www.flaginstitute.org).

It is important that the guidance given by the Flag Institute is adhered to strictly.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

Public Statement to be issued by the Leader of the Council on the announcement of the death of a senior national figure or other prominent figure

The statement should begin with a suitable expression of the sadness of the Authority on hearing the announcement.

It should go on to state that flags will be flown at half-mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Chairman's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Authority to action before that action has been discussed and has the necessary agreement from the political leadership and the Executive.

Those to be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a Two Minute Silence

All Members of the Council

Freemen of the District

Honorary Aldermen

Past Chairmen (if not serving Members of Council)
Chairman's Chaplain (if applicable)
Coroner
Honorary Recorder
Local Police Commander
Local Fire Commander
A representative Deputy Lieutenant
NOTE:
The Proclamation will be read at County Hall by the High Sheriff. The Lord Lieutenant will be present at that ceremony.
The Proclamation will be read by the Chairman, with the Leader of the Council and the Chief Executive on the platform.
It is anticipated that the Vice-Chairman will represent MSDC at the County Hall Proclamation

and that following the MSDC Proclamation, both the Chairman and Vice Chairman will

Members of Council will be invited to the MSDC Proclamation may then choose to attend

return to their home areas to attend their respective Parish Proclamations.

any proclamations being made in their respective Towns or Parishes.

List of current suppliers

Supplies for Condolence Books have been purchased from:

Paper with a black border and wide left hand margin, hole-punched to fit in a loose leaf binder is available from Barnard and Westwood, 23 Pakenham Street, London, WC1X OLB www.barnardandwestwood.com This company can also bind the loose leaf pages when the book is closed.

Black arm bands (x20) have been purchased from:

Amazon

A small black purse for the Chairman's badge of office/black ribbon for VC's purchased from:

Vaughtons

Black ties (x10) have been purchased from:

Amazon

Wide black ribbon x5m for bowing around lower half of Sovereign portraits purchased from:

Amazon

Table cloth has been purchased from:

Dunnelm

Photographs have been purchased from:

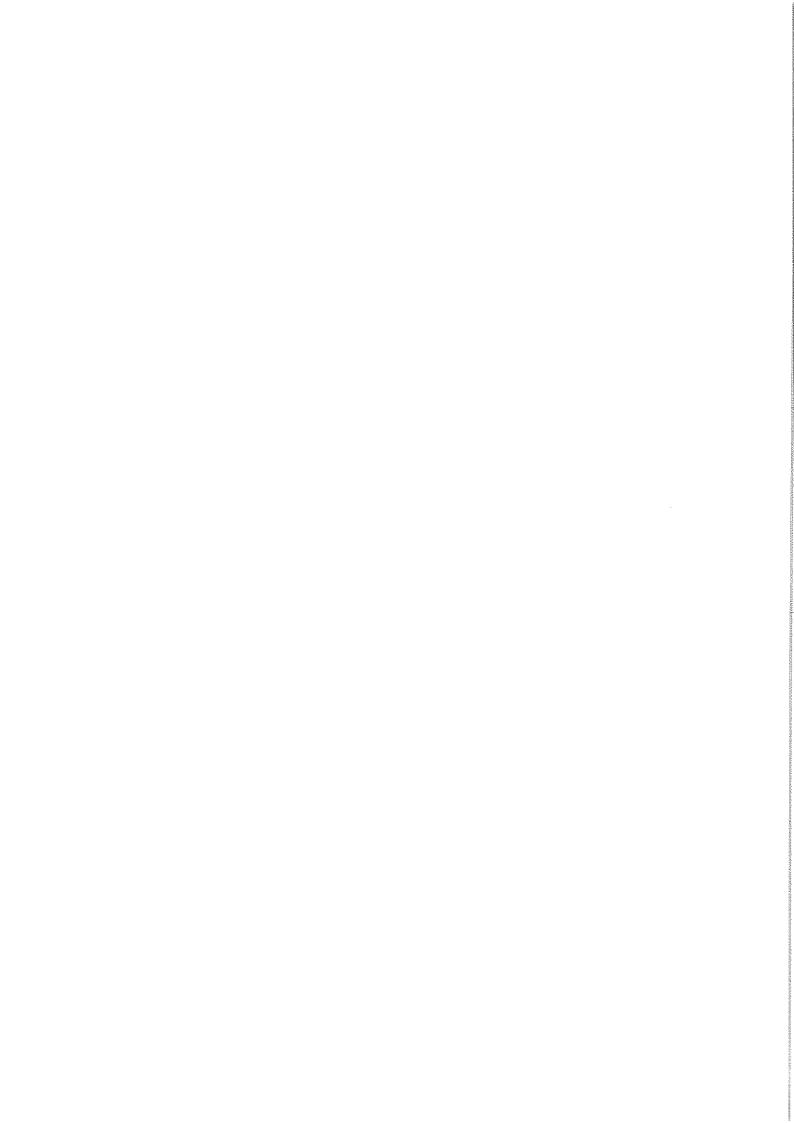
Boots & e-Bay

Suitable Photo frames have been purchased from:

e-Bay

The Council has Tensa-barriers x2 and Facilities have arranged for these to be cleaned

Fresh flowers for Condolence book room will be arranged by Anne Williamson when required



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HASSOCKS PARISH COUNCIL	The state of the s							-			
Date of Decsription acquisition		Location	Cost	Value C	onditio	Insured E	Disposal [Disposal reason	Declared asset	Sub-total B	Basis of valuation
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Remembrance garden		Keymer Road									
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Appendix S

Date of Decsription		Location	Cost	Value Conditio	Insured Disposal Disposal Declared Sub-total
acquisito					value amount reason
Community Assets - street furniture					valuation
1995 Bus Shelter	south of Little Copse Rd	London Road	660 00	GOOD TO SEE	
1997 Bus Shelter	north S/Pound x roads	London Road	738.00	Cocc	
2003 Bus Shelter	after Belmont Close	London Road	2212 00	7770	THE COLUMN TWO IS NOT
1994 Bus Shelter - with a seat	south of S/Pound x roads	Brighton Road	738.00	7777	THE PARTY OF THE P
2013 Bus Shelter - with a seat	west of S/Pound x roads	Hurst Road	4380.00	7777	TOTAL STATE OF THE
2015 Bus Shelter	at Spitlefield Bridge	Keymer Road	4400 00		
2007 Bus Shelter	Near Ockley Way	Ockley Lane	4000 00	Gnod	777.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1
Noticeboard		Parish Office	100.00	0000	THE PARTY OF THE P
Rotunda notice board	Trada to trada	Dale Avenue	100.00	Dood of	
Noticeboard	1770	Clayton Rec Ground	00.000	Cocc	The state of the s
Information signs	7.7224		200.00	air i	110
1975 Seat - wooden 003	Corner	Stonepound East	200.00	7447	THE STATE OF THE S
1994 Seat - wooden 004	In bus stop	Stonepound South	200.00	fair	The state of the s
	next to Bus Stop	Stonepound North	200.00	average	
	next to Bus Stop	Stonepound West	200.00		THAT I THE TAXABLE PROPERTY OF
Seat - metal x 2 007 & 008	each side of junction	Grand Ave/Keymer Rd	750.00	THE PARTY OF THE P	777
	at junction	Keymer Rd/Ockley Lane	750.00		TAXALL TO TAXALL
2009 Seat - wooden J Challen 011	at Hassocks Hardware	Dale Avenue	510.00	7774	THE PARTY OF THE P
1 wood 012	on Green	Dale Avenue	750.00	***************************************	THE STATE OF THE S
Seat - wooden	at juction	Grand Ave/Ockley Lane	862.00		
	at juction	Chancellors Pk & K/Rd	375.00		THE PARTY OF THE P
7,000	outside Library	Keymer Road	375.00	77.00	THE COLUMN TWO IS NOT
Seat - wooden 027	opposite Orchard Lane	Grand Avenue	375.00		77774
	Outside P/O sorting off.	Keymer Road	375.00		
	at Charity shop - NO. 49	Keymer Road	375.00		TT 100.00 TT 100
	on Green	Shepherds Walk	375.00		The state of the s
1997 Seat - wooden 023	Countryside style	Hurst Road north side	200.00	7770	
1995 Seat - wooden	Countryside style	Talbot Field	200.00		TOTAL AND TOTAL
Seat - wooden	×2	Talbot Field	200.00	1111/2.2	THE STATE OF THE S
Planters - metal 006	east side Grand Ave	Keymer Road	250.00	a real laboratory and the second seco	70//01
Concrete Planters 001 - 004	Shops	Keymer Parade	250.00		
Slate planter 005	Outside P/O sorting off.	Keymer Road	150.00		
2002 Bin 015		Friars O/Rd twitten	35.00		The Control of the Co
2002 Bin 002		Windmill Ave @ Dr's	35.00	Good	The state of the s
2015 Bin 003	Jubilee Bin	Keymer Rd/Chanceliors Pk	330.00	Good	Treat, Tr
2015 Bin 009	Jubilee Bin	Keymer Rd o/s Wines	330.00	Good	THE PARTY STATE OF THE PARTY STA
2015 Bin 010		Keymer Rd o/s McCalls	330.00	Good	TANAL TO THE PARTY OF THE PARTY
2015 Bin 011	Jubilee Bin	K/ Rd at Wilmington Cl	330.00	Good	777.
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	_	000	Adastra Park	at entrance	Keymer Village Sign
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		160.00		Garden of Remembrance	Bin 020
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		250.00	Left Hand side		Bench 035
		300.00	Left Hand side	Memorial - Gargett	Bench 034
The state of the s		300.00	Left Hand side	Memorial - Saunders	Bench 033
THE TAXABLE PARTY AND A STATE OF TAXABLE PA		250.00	Left Hand side		Bench 016
					Garden of Remembrance
					Adastra Park
	8	150.00 7059.00	Keymer Road at PROW 14c	Number 404	2016 Dog Bin
		150.00	Ockenden Way / Clayton Avi	Number 87	Dog Bin
The state of the s		100.00	Parkland Rd - footpath	Number 88	Dog Bin
		100.00	Adastra Park - car park	Number 96	Dog Bin
		150.00	Silverdale footpath	Number 95	2002 Dog Bin
		150.00	Damian Way footpath	Number 94	2002 Dog Bin
	AND THE PROPERTY OF THE PROPER	100.00	Ockley Lane opp Grand Ave	Number 92	Dog Bin
		100.00	Adastra Pk at Pavilion	Number 90	Dog Bin
		100.00	Adastra Pk at footpath	Number 93	2017 Dog Bin
		100.00	Adastra Pk at Bowling Green	Number 91	2017 Dog Bin
		100.00	Woodsland Rd	Number 89	Dog Bin
		100.00	Friars Oak Rd - at end	Number 83	Dog Bin
		100.00	London Rd rec ground	Number 86	Dog Bin
		100.00	London Rd rec ground	Number 84	Dog Bin
		100.00	Talbot Field	Number 97	1999 Dog Bin
		1000.00	Ockley Lane		2013 Finger Post
THE PROPERTY OF THE PROPERTY O		500.00	Lodge Lane	NAME OF TAXABLE PARTY O	1996 Finger Post
		500.00	Stonepound		1996 Finger Post
		500.00	Clayton		1996 Finger Post
		111.00	Talbot Field	Topsy	1995 Bin 024
	Broken	108.00	Keymer Rd	Hooded trimline	2016 Bin 004 outside Griffiths Smith
		330.00	Stonepound North	Jubilee Bin	2015 Bin 006 at Bus Stop
	Good	330.00	Stonepound West	Jubilee Bin	1990 Bin 007 at Bus Stop
mar war -		330.00	Orion Parade island	Jubilee Bin	2015 Bin 014
	Good	330.00	Keymer Parade	Jubilee Bin	2015 Bin 013
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oer North Field 1230 00	SMP Mini skip North Field 945.00	Adult Fitness Hags Handle boat rowing North Field 1138.00	s Equipment		2014 Climbing Rock HENG Skate park 16292.00	with grind		THE PARTY CALLS AND THE PA	- THE PROPERTY OF THE PROPERTY	2004 Quarter pipe Skate park 4523.00	Skate Park - equipment	Adastra Park		THE	TO THE PARTY OF TH	car park	017 Skatepark Area 160.00		2016 Picnic Table 053 South Filed By car park 200.00	den, Groves 052 North Field	Emery 051 North Field		Memorial - Helen Smith By Tennis Courts	032 South Field East edge	South Field East edge	South Field - perch bench North edge right hand side	it hand side	Adastra Park	Leney 018 South Field - first on left at north Adastra Park	Bench - wooden 002 at side Adastra Hall Adastra Park 250.00	Bench - wooden 001 Car Park Adastra Park 288.00	South & North Fields		Decsription Cost	
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4000.00 Total Furniture			Reception / office	Rece	3 Tables, 5 chairs **
7000	Good		Ö	Office	4 x moveable draw sets **
777	Good	***************************************	Ö	Office	4 Desks, 4 chairs **
	Good		:		Furniture & Fittings - Parish Office
amount reason asset	2				acquisition
Surred Disposal Disposal Declared Sit 1445	Conditio Insured	Value	Location	_00	Date of Decsription
	_	672.00 63286.00		P C Jenner	2009 Bench 043
	Good	7,77,7,1,1,1			Bench
	Poor	591.00	Burial Ground area 5	Memorial Amy Lily Kimber Buria	2008 Bench 041

2(21		2(2		2(2(Equipn		10/01/2018	2 of		Server				Printer	Printer	Printer	Hard dr	Hard dr	Hard dr	Hard dr	Monitors	Monitor	Ξ		acquisition	Date of					Γ
015 M	≱	S	➣	Β.	≥	5	011 Li	<u></u>	014 H	017 SI	Ŧ	2002 Flymo	012 H:	ά	<u>ω</u>	nent -		018 H	Ξ.	ᅈ	Ŧ	ω	D	z			王	ive H.	ive H.	ive H.	ive H.					1						
2015 Mower - Textron Jacobsen	Aerator	Split Roller 6'	Knapsack sprayer	Battery charger	Angle grinder	Watering machine	2011 Line marker	Leaf sweeper	2014 Hedge cutter	2017 Strimmer / brushcutter	Hedge cutter / trimmer	ymo	2012 Hayter Mower	Balanced Trailer	Iseki Tractor	Equipment - Groundsman	The state of the s	HP 250 G6 Lap Top	HP 2 TB 6g SATA 7.2k H/Drive	BT Broadband hub	HPE ProLiant Microserver Gen 8	3 x External Hard drive	Dell PowerEdge T20	NAS Box Buffalo Linkstation	HP Laster jet P1005	HP Colour laserjet Pro 200	HP Colour laserjet CP1215	Hard drive H.P. 280 GI	Hard drive H.P. ProDesk 400 GI SFF	Hard drive H.P. ProDesk 400 GI SFF	Hard drive H.P. ProDesk 400 GI SFF	H.P W20272a Monitor x 3	Beng Monitor				Decsription		***************************************	A. A		EACH COLONIA VALUE BOTT
Super Bowl	Auto Turfman		Weed / chemicals		Bench grinder		Topline TXE 505	Toro blower	Stihl	Stihl	Pace	L47 19"	Harrier 56	GWTS10 Tipping	Jacobson SG336			S/No CND747CFK4		BT Hub5-7MW8		WDBUZG001BBK	Code 28309472858	LS220D0402-EU	- LALL OLD INCOME AND	Тгасу	Jane	S/No. C2C60399YH	S/No. CZC42541RS	S/No. CZC425418F	S/No. CZC42541KY								L. L			- None was visit of a
Bowls Club	Bowls Club	Behind garage	Garage		Garage	MANAGE TO THE TAXABLE	Garage	Garage	Garage	Garage		Garage		NAMES AND DESCRIPTION OF THE PROPERTY OF THE P	Garage		A DESCRIPTION OF THE PROPERTY	Office		Cupboard	Cupboard	Cupboard	Office	Cupboard	Office	Office	Office	Office	Office	Office	Office	Office	Office				Location					
2708.00	2270.00	764.00	50.00	50.00	70.00	300.00	500.00	785.00	215.00	224.00	520.00	360.00	1079.00	476.00	9100.00		A parameter of the state of the	600.00	472	0	358	97	120	172	57	195	126.00	329	583	583	583	295	71				Cost					
																**************************************		4641						120.00		130.00	180.00			350.00	350.00	350.00	300.00				Value		***************************************		www.com.com.com.com.com.com.com.com.com.com	
														·					Good	Good	Good	Good	Good	120.00 Good	Good	Good	Good	Good	Good	350.00 Good	350.00 Good	350.00 Good	300.00 Good	Good			Conditio	ACCOMMON ASSESSMENT OF THE PERSON OF THE PER				
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952554.00		00.00 21971			
THE TAXABLE	***************************************				