

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)

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 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	
Ian Weir	Ian Weir	
Judith Foot	Judith Foot	
Francis Gaudencio	Francis Gaudencio	
Sue Hatton	Sue Hatton	
Georgia Cheshire	Georgia Cheshire	
7	7	

GROUND & 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		
Ian Weir	Ian 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	
Ian Weir	Ian Weir	
Judith Foot	Judith Foot	
Nick Owens	Nick Owens	
Victoria Standfast	Victoria Standfast	
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 2017/18	2018/19 – Members wishing to be considered for Parking Working Group	Agreed Parking Working Group Members for 2018/19 as at 8/5/18
Peter Gibbons	Peter Gibbons	
Sue Hatton	Sue Hatton	
Ian Weir	Ian Weir	
3	3	

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	<ul style="list-style-type: none"> Kate Bailey Sue Hatton (Substitute) 	
Ditchling Local Transport Group	<ul style="list-style-type: none"> Ian Weir Victoria Standfast (Substitute) 	
Hassocks Amenity Association (HAA merged with HCP)	<ul style="list-style-type: none"> Peter Gibbons 	N/A
Hassocks Amenity Association Rail Group	<ul style="list-style-type: none"> Leslie Campbell Peter Gibbons 	
Hassocks Community Organisation (merged HAA & HCP)	<ul style="list-style-type: none"> Georgia Cheshire Frances Gaudencio (substitute) 	
Hassocks Community Partnership (HCP)	<ul style="list-style-type: none"> Kate Bailey 	N/A
Hassocks Twinning Association	<ul style="list-style-type: none"> Kate Bailey 	
Police Neighbourhood Panel	<ul style="list-style-type: none"> Jane Baker Kate Bailey (Substitute) 	
Mid Sussex Voluntary Action Service	No formal representation	
Mid Sussex Association Of Parish Councils	<ul style="list-style-type: none"> Frances Gaudencio 	
MSDC Green Circle Steering Group	<ul style="list-style-type: none"> Leslie Campbell Victoria Standfast 	
Oakland Mill Trust	<ul style="list-style-type: none"> Bill Hatton 	
WSCC South Mid Sussex County Local Committee	<ul style="list-style-type: none"> Ian Weir Frances Gaudencio (Substitute) 	
MSDC Parish Liaison Meetings	<ul style="list-style-type: none"> Bill Hatton Ian Weir 	
Downland Schools Sports Hall Committee	<ul style="list-style-type: none"> Bill Hatton (School sports hall Committee) 	
Air Quality Management Area (Aqma)	<ul style="list-style-type: none"> Sue Hatton Judith Foot 	

Hassocks Parish Council 2017/18						
Current Bank A/C 2114						
List of Payments made between 01/03/2018 and 31/03/2018						
(incl VAT)						
Date Paid	Payee Name		Amount	Transaction Detail		
01/03/2018	Mark Mulberry	5661	306.72	Interim Audit 17/18		
01/03/2018	Coastline Fire Protection Ltd	5664	386.94	Pav/Office Fire Extinguishers		
01/03/2018	Biffa Waste Services Ltd	5665	466.98	Biffa Waste 20/01/18-23/02/18		
05/03/2018	Dowsettmayhew Planning	5666	3507.60	NP Consultancy Nov 17-Feb 18		
09/03/2018	Shredded Neat	5667	12.00	Office Shredding		
09/03/2018	CVC Direct Ltd	5668	31.80	Air Handling Filters Pavilion		
09/03/2018	Close Invoice Finance/TSS	5669	114.66	Legionella Pavilion February		
13/03/2018	KCS Professional Services	5670	228.43	P/Copier Contract Jan-Mar 18		
13/03/2018	Petty Cash	5671	54.99	Petty Cash Top Up		
20/03/2018	Total March Salaries	5672,73,74	6770.23	March 18 salaries		
20/03/2018		5675,76				
20/03/2018	HMRC/PAYE	5677	2027.38	PAYE/NI March 18		
20/03/2018	WSCC Pension Fund	5678	2411.35	March 18 Pension		
13/03/2018	Hassocks Hardware	5679	115.62	Hassocks Hardware Store		
20/03/2018	Foster Landscapes Ltd	5680	721.20	Re-issued chqs + Play inspec		
20/03/2018	Void Cheque	5681	0	Void Cheque		
20/03/2018	G Jeffcott	5682	230.00	Repairs-London Rd Bus Shelter		
20/03/2018	Society of Local Council Clerk	5683	51.00	SLCC Clerks Conference		
22/03/2018	Bee Clean (Southern) Ltd	5684	216.00	Pavilion Cleaning March 2018		
22/03/2018	Beth Dalgleish	5685	24.00	Parking leaflet Distribution		
22/03/2018	SSALC Ltd	5686	320.00	CiLCA Programme		
22/03/2018	Nick Setford	5687	52.50	Groundsman's Cover Mar 2018		
26/03/2018	Mid Sussex District Council	5688	2481.34	Dog Bin contract 17/18		
29/03/2018	G A Hinde Window Cleaning	5689	80.00	Window Cleaning		
29/03/2018	CSE Ltd	5690	209.46	Exchange Online licences		
01/03/2018	G A Hinde Window Cleaning	5691	80.00	Window Cleaning Aug/Nov17		
31/03/2018	Biffa Waste Services Ltd	5692	466.98	Biffa Waste 24.2-30.3.18		
31/03/2018	Southdowns Gutter Cleaning	5693	75.00	P/O Gutter Clearing		
31/03/2018	Rob Eager- Rooted Gdn	5694	375.00	Memorial Gdns B/G Jn-Mar18		
29/03/2018	Void Cheque	5697	0.00	Void Cheque		
31/03/2018	Mark Mulberry	5698	126.00	Payroll Jan-Mar18		
07/03/2018	Barclays Bank	BARCLAYS	24.29	Bank Charges 15.1-12.2.18		
15/03/2018	British Gas	D/D GAS	62.13	P/O Gas D/D		
15/03/2018	British Telecom	D/D BT	67.08	P/O Telephone D/D		
01/03/2018	edf energy	D/D EDF	205.00	Pavilion elec D/D		
01/03/2018	Public Works Loan Board	D/D PWLB	1383.21	Pavilion Loan Repayment		
01/03/2018	edf energy	EDF D/D	72.00	P/O elec D/D		
01/03/2018	Southeast water	D/D	12.00	Pavilion Water Supply D/D		
01/03/2018	Southeast water	D/D	17.00	Allot Water Supply D/D		
01/03/2018	Southeast water	D/D	7.00	Parish Off Water Supply D/D		
	Total		23792.89			
Signed..... 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

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

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
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	<u>38,188.91</u>
	<u>354,618.50</u>	<u>354,618.50</u>	

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

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker A/C 3548	29/03/2018	1	320,604.61
			<u>320,604.61</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			320,604.61
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			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

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	231,143.73	270,000.00	
Total Receipts / Payments	231,143.73	270,000.00	Closing Trial Balance
Opening Balance	359,460.88		
Closing Balance		320,604.61	<u>320,604.61</u>
	<u>590,604.61</u>	<u>590,604.61</u>	

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

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

Cashbook 3

User: TRACY

Business Saver 3

Receipts

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		85.23					85.23	
barclays	Banked: 29/12/2017	0.01						
barclays	Barclays Bank	0.01			1090	110	0.01	Bank Interest 4.9-3.12.17
barclays	Banked: 05/03/2018	0.04						
barclays	Barclays Bank	0.04			1090	110	0.04	Interest 4.12.17-4.3.18
Total Receipts		0.05	0.00	0.00			0.05	
Cashbook Totals		85.28	0.00	0.00			85.28	

Cashbook 3

User: TRACY

Business Saver 3

Payments

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			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	

5067

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

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Sver 2 5015	29/03/2018	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

Cashbook 4

User: TRACY

Business Saver 2

Payments

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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0.00

Total Payments

0.00

0.00

0.00

0.00

Balance Carried Fwd

0.05

Cashbook Totals

0.05

0.00

0.00

0.05

Cashbook 4

User: TRACY

Business Saver 2

Receipts

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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Balance Brought Fwd : 0.05

0.05

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

7 of 7

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

- 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
- 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

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

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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 Head of Media and Comms.	

PART 2 Flag flying

Action required	Implemented by	Other Notes
<p>Immediately the flags being flown will be lowered to half-mast.</p> <p>In the case of the death of a senior Royal family member flags will be replaced with the Union Flag.</p>	At the council offices by the Facilities Manager/Officer.	<p>See the note in Annexe 1 to this protocol, setting out the correct procedure for flying a flag at half-mast.</p> <p>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.</p>
<p><u>Applicable only following the death of the Sovereign:</u></p> <p>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.*</p>	At the council offices by the Facilities Manager/Officer.	<p>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.</p> <p><u>(D+2) Revised cascade timings:*</u></p> <p>WSSC – 12.30 pm (VC to attend)</p> <p>MSDC – 1.30 pm (Chairman)</p> <p>Town & Parish Councils – 2.30 pm</p>

<p>On Subsequent Days:</p> <p>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.</p> <p>For all others identified in the list on page 1, flags in Mid Sussex will fly at half-mast 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.</p>	<p><i>As above</i></p>	<p>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.</p>
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PART 3 Books of Condolence

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

<p>A suitable table and chair will be positioned within each selected suitable place.</p> <p>Books of Condolence (loose-leaf 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.</p>	<p>Facilities Manager/Officers by arrangement with Democratic Services.</p>	<p>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.</p> <p>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.</p>
<p>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.</p> <p>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.</p> <p>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.</p>	<p>Statement to be issued by the Media & Comms team.</p> <p>Webmaster to ensure copy of statement appears on the home page of the Council's website.</p>	<p>Guidance on the content of the statement is set out in Annexe 2</p> <p>The MSDC statement should also refer to any condolence books being opened by Town and Parish Councils</p>
<p>When a Condolence book has been closed it will be bound and kept within the Council offices or sent to Buckingham Palace, as appl'</p>	<p>Democratic services</p>	

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.	The Chairman, Vice-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
<p>In Mid Sussex the Proclamation will be read as follows:</p> <p>By the Chairman at 1.30 pm. on D+2 outside of the Council Offices at the Oak Door area</p> <p>* 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.</p> <p>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.</p> <p>Reading of the Proclamation to be publicised.</p>	<p>Facilities Manager to arrange access and set up a platform & public address system</p> <p>Town & Parish councils to make local arrangements</p> <p>Notification of the reading of the Proclamation to be given by the Civic Officer to those identified in Annexe 3.</p> <p>Media / Comms team and Webmaster to ensure that the public are informed by press release and item on the Council's website</p>	

Arrangements to be made for crowd management, liaison with local police, town centre manager and other agencies. Arrangements to be made for media access.	Democratic Services Media & Comms team	
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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.	The stock to be issued and maintained in good order by the Chairman's PA.	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. All those listed in Annexe 2 to be invited to be present. Dark attire. Black tie. Arm bands to be available.	Facilities Manager & the Media & Comms team to arrange access and set up a public address system 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 Assistant to Chief Executive and Assistant Chief 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 return to their home areas to attend their respective Parish Proclamations.

Members of Council will be invited to the MSDC Proclamation may then choose to attend 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 0LB 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:

Dunelm

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

FIXED ASSETS REGISTER 2018

1048

8102

Date of acquisition	Description	Location	Cost	Value	Condition	Insured value	Disposal amount	Disposal reason	Declared asset	Sub-total	Basis of valuation
Community Assets - street furniture											
1995	Bus Shelter	south of Little Copse Rd	660.00		Fair						
1997	Bus Shelter	north S/Pound x roads	738.00		Good						
2003	Bus Shelter	after Belmont Close	2212.00								
1994	Bus Shelter - with a seat	south of S/Pound x roads	738.00								
2013	Bus Shelter - with a seat	west of S/Pound x roads	4380.00								
2015	Bus Shelter	at Spitefield Bridge	4400.00								
2007	Bus Shelter	Near Ockley Way	4000.00		Good						
	Noticeboard	Parish Office	100.00		Good						
	Rotunda notice board	Dale Avenue	100.00		Good						
	Noticeboard	Clayton Rec Ground	200.00								
	Information signs		200.00		fair						
1975	Seat - wooden	Corner	200.00								
1994	Seat - wooden	In bus stop	200.00		fair						
	Seat - wooden	next to Bus Stop	200.00		average						
	Seat - wooden	next to Bus Stop	200.00								
	Seat - metal x 2	each side of junction	750.00								
	Seat - 1 metal/1 wood	at junction	750.00								
2009	Seat - wooden J Challen 011	at Hassocks Hardware	510.00								
	Seat - 1 metal & 1 wood	on Green	750.00								
2014	Seat - wooden	at junction	862.00								
2010	Seat - wooden	at junction	375.00								
	Seat - wooden	outside Library	375.00								
	Seat - wooden	opposite Orchard Lane	375.00								
	Seat - wooden	Outside P/O sorting off.	375.00								
	Seat - wooden	at Charly shop - NO. 49	375.00								
	Seat - wooden	on Green	375.00								
1997	Seat - wooden	Countryside style	200.00								
1995	Seat - wooden	Countryside style	200.00								
	Seat - wooden	x 2	200.00								
	Planters - metal	east side Grand Ave	250.00								
	Concrete Planters 001 - 004	Shops	250.00								
	Slate planter	Outside P/O sorting off.	150.00								
2002	Bin 015	Trimline	35.00								
2002	Bin 002	Trimline	35.00		Good						
2015	Bin 003	Jubilee Bin	330.00		Good						
2015	Bin 009	Jubilee Bin	330.00		Good						
2015	Bin 010	Jubilee Bin	330.00		Good						
2015	Bin 011	Jubilee Bin	330.00		Good						
2015	Bin 005	Jubilee Bin	330.00		Good						

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Date of acquisition	Description	Location	Cost	Value	Condition	Insured value	Disposal amount	Disposal reason	Declared asset	Sub-total	Basis of valuation
	South & North Fields										
	Bench - wooden	001 Car Park	Adastra Park	288.00		Good					
	2016 Bench - wooden	002 at side Adastra Hall	Adastra Park	250.00							
	June 2016 Bench - wooden Leney	018 South Field - first on left at north	Adastra Park	490.00							
	Bench - wooden Price	020 South Field - 2nd on left at north	Adastra Park	300.00							
	2016 Bench - wooden x 2 024 & 025	South Field - perch bench	North edge right hand side	200.00							
	Bench - wooden x 3 028,029,030	South Field - perch bench	North edge right hand side	300.00							
	Bench - wooden	031 South Field	East edge	250.00							
	Bench - wooden	032 South Field	East edge	250.00							
	Adastra Park										
	Bench ? Check	050 North Field	Memorial - Helen Smith	By Tennis Courts	300.00						
	Bench - recycled, Curry	051 North Field		250.00	1						
	2014 Bench - wooden, Emery	052 North Field		750.00	1						
	2016 Picnic Table	053 South Filed	By car park	750.00							
	Large bins	016 Skatepark area		200.00							
		017 Skatepark Area		160.00							
	Skate Park - equipment										
	2004 Quarter pipe		Skate park	4523.00							
	2004 Fun Box		Skate park	4731.00	Removed			Broken			
	Four swings		Removed								
	2004 Ramp glide rail		Skate park	651.00							
	Concrete ramp with grind		Skate park								
	2014 Climbing Rock	HENG	Skate park	16292.00							
Adult Fitness Equipment											
2012 Adult Fitness		Hags Handle boat rowing	North Field	1138.00	Good						
2012		SMP Mini skip	North Field	945.00	Good						
2012		SMP Ski Stepper	North Field	1230.00	Good						
				29510.00							

Date of acquisition	Description	Location	Cost	Value	Condition	Insured value	Disposal amount	Disposal reason	Declared asset	Sub-total	Basis of valuation
Childrens Play Park North Field equipment											
	Play Equipment										
2010	1 Junior Slide 2m	Junior Play ground	900.00		Good						
2010	2 Spinning bowl	Junior Play ground	2214.00		Good						
	3 Multi point see-saw	Junior Play ground	1456.00		Good						
	4 Balance Beams	Junior Play ground	563.00		Good						
	5 Classic carousel	Junior Play ground	3400.00		Good						
2014	6 Taramtula climbing	Junior Play ground	11946.00		Good						
2010	7 Nest swing	Junior Play ground	1830.00		Good						
	8 Log walk	Junior Play ground	625.00		Good						
2013	9 Woodland Gnu	Junior Play ground	4200.00		Good						
	10 Toddler Unit	Junior Play ground	6006.00		Average						
2003	11 Rocking Horse Rocket	Junior Play ground	5236.00		Good						
	12 Netted climbing unit	Junior Play ground	4358.00		Good						
2004	13 Infant swings	Junior Play ground	1863.00		Fair						
	Playground - other	044 Picnic Table - East	200.00		Fair						
		045 Picnic Table - North	200.00		Good						
		046 Bench - West	250.00		Good						
		047 Bench - South	250.00		Good						
Feb-17		048 Bench - North 1	250.00		Good						
		049 Bench - North 2	250.00		Average						
		022 Bin - North 1	160.00		Average						
		023 Bin - North 2	160.00		Average						
		Sign 'stranger danger'									
	Gates And Fencing										
	Public stiles	Talbot Field 3	1200.00								
		Adastra Park 1	400.00								
	Post and Rail fencing	Adastra Park	3205.00								
		Adastra Car Park	3260.00								
		Talbot Field	5174.00	21971.00							
	Burial Ground										
2006	Bench	037 Memorial Richards	560.00		Good						
1985	Bench	038 Memorial Barry	560.00		Good						
2005	Bench	039 Memorial Ripley	560.00		Good						
2013	Bench	040 Memorial Alison R Nethercot	787.00		Good						

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Date of acquisition	Description	Location	Cost	Value	Condition	Insured value	Disposal amount	Disposal reason	Declared asset	Sub-total	Basis of valuation
2008	Bench	041	Memorial Army Lily Kimber	Burial Ground area	591.00	Poor					
	Bench	042	Wooden	Burial Ground area		Good					
2009	Bench	043	Memorial P C Jenner	Garden area	672.00		63286.00				
Furniture & Fittings - Parish Office											
	4 Desks, 4 chairs **	Office			Good						
	4 x moveable draw sets **	Office			Good						
	3 Tables, 5 chairs **	Reception / office			Good	4000.00	Total Furniture				
	Stairlift	Stairs to C/Chamber	5100		Good						
	Reception desk & drawers **	Reception			Good						
	Mobile filing trays *	Office			Good						
	Filing cabinet 3 drawer **	Office			Good						
	2 x filing cupboards **				Good						
	4 x filing cabinets-4 drawer **	Reception			Good						
	4 x Telephones	BT Office	50		Good						
	3 X printers	Office			Good						
	Hoover *	Cupboard			Good						
	Photocopier (leased)	Reception			Good						
	Projector,	Council Chamber	469								
	Screen		87								
	Blinds		424		Good						
	10 x Tables **	Council Chamber			Good						
	42 x Chairs **	Council Chamber			Good						
	Easel	Council Chamber			Good						
	Laminator	Doucseal Office	90								
	Gen office equip *		1162								
	Gen office furn **		4000								
	Fridge		100								
	Microwave		43	11525							

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