

HASSOCKS PARISH COUNCIL

To: All Members of the Policy, Resources and Communications Committee (Kate Bailey, Georgia Cheshire, Judith Foot, Frances Gaudencio, Peter Gibbons, Sue Hatton and Ian Weir) with copies to all other Councillors for information

A meeting of the POLICY, RESOURCES and COMMUNICATIONS COMMITTEE will be held on Tuesday 16 January 2018 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Ian Cumberworth
Parish Clerk
10 January 2018

AGENDA

1. APOLOGIES

2. DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under Hassocks Parish Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. MINUTES

3.1 To accept Minutes of the Meeting held 21st November 2017 (previously Circulated).

4. PUBLIC PARTICIPATION

5. CLERK'S REPORTS

5.1 COMMITTEE TERMS OF REFERENCE

As part of an ongoing programme of reviewing the Council's procedures and documents we have considered the Committees current terms of reference to provide greater clarity over responsibility and function. The attached documents (Appendix 1) Policy Resources & Communications Committee, Grounds & Environment Committee, Planning Committee and Neighbourhood Working Group/Committee option have been considered by the Governance sub group and have been amended to reflect changes raised. Members are therefore requested to consider the proposed documents to determine that they accurately reflect the responsibilities of the Committees/Working Group. The intention will then be to incorporate these within our standing orders and post them on the website. The draft documents have also been circulated to the respective Committee Chairs for comment and the Clerk will provide a verbal update on these so that members can consider these comments prior to adopting the revised terms of reference.

5.2 **Staff Matters** (verbal update)

5.2 Trakker/action list – for information only (Attached)

6. Urgent Matters at the discretion of the Chairman for noting and/or inclusion on a future agenda.

7. DATE OF NEXT MEETING

20TH February 2018

EXCLUSION OF PUBLIC AND PRESS

In the event that any confidential business may be transacted, members of the public or press will be requested to withdraw from the meeting.

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.

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 nine Council members and is subject to a quorum of a minimum of three members.
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, another member of staff or a member of the committee.

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.
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

Financial Responsibilities

19. 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

GROUNDS & ENVIRONMENT COMMITTEE

Membership of the Grounds & Environment Committee

1. The Grounds & Environment Committee comprises of ten Council members and three Co- opted members (non-voting) and is subject to a quorum of a minimum of 3 members.
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. The voting rights of non-councillor members of the Committee are limited.

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 Grounds & Environment 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, another member of staff or a member of the committee.

Responsibilities

7. The maintenance, promotion and administration of allotments.
8. The maintenance, promotion and administration and development of Adastra Park.
9. The maintenance of the Memorial Garden (Garden of Remembrance)
10. To manage and maintain trees on Parish land
11. The maintenance, promotion of the Burial ground in Keymer.
12. The maintenance of Talbot Field under its charitable status.
13. The maintenance of Parklands Copse.
14. To provide, maintain, and replace street furniture such as: Litter bins, Public seats, Bus shelters, Notice Boards and signage.

15. To promote the economic development of the town through supporting community events such as Twinning/May day celebrations.
16. To provide, maintain and replace Christmas lighting.
17. To provide, maintain and replace: Flowerbeds, Barriers troughs, Hanging Baskets etc.
18. To support and promote tree planting initiatives.
19. To support and promote environmental initiatives.

Financial Responsibilities

20. 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

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

HASSOCKS PARISH COUNCIL TERMS OF REFERENCE

PLANNING COMMITTEE

Membership of the Planning Committee

1. The Planning Committee comprises of six members and is subject to a quorum of a minimum of 3 members
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 Planning 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, another member of staff or a member of the committee.

Responsibilities

7. 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.
8. 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.
9. To ensure any objections or recommendations are based solely on planning criteria.
10. 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.
11. To take note of decision notices in respect of planning applications received from the District Council.

12. 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.
13. To liaise with the District and County Council where appropriate
14. To consider applications for road closures
15. To consider issues relating to Public Rights of Way

Financial Responsibilities

16. 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.