

HASSOCKS PARISH COUNCIL

Minutes of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE** meeting held on **Tuesday 16 January 2018 at 7.30pm**

Attendees: Parish Councillors: Frances Gaudencio (Chair), Ian Weir, Georgia Cheshire (from 7.35pm), Sue Hatton, Peter Gibbons and Kate Bailey.

Clerk: Ian Cumberworth
Deputy Clerk Tracy Bates

The chair opened the meeting by thanking the Clerk for attending during his leave.

PRC17/41 APOLOGIES: Cllr Judith Foot.

PRC17/42 DISCLOSURE OF INTERESTS: None declared.

PRC17/43 MINUTES

The Minutes of the Meeting held on 21 November 2017 as previously circulated were accepted.

PRC17/44 PUBLIC PARTICIPATION.

There were no members of the public present.

PRC17/45 CLERKS REPORT

45.1 **COMMITTEE TERMS OF REFERENCE**

Cllr Georgia Cheshire joined the meeting.

As part of the Agenda, Members should have been provided with copies of the current Terms of Reference (TOR) of the Policy Resources & Communications Committee, Grounds & Environment Committee, Planning Committee and Neighbourhood Working Group/Committee. These had been considered by the Governance sub group and the respective Committee/Working Group Chairs for comments and any suggested amendments.

Members were requested to consider the proposed documents to determine that they accurately reflect the responsibilities of the Committees/Working Group. The Clerk introduced each Committee/Working Group TOR individually and any amendments which had been suggested. These were discussed in detail alongside any further amendments which Members raised at the meeting.

The Clerk informed Members that the intention was to incorporate all Terms of Reference within standing orders and post them on the website.

The Chair stopped the meeting to request that Members refrained from using or looking at mobile phones during the meeting. This is a distraction for both the individual and for other Committee members and detracts attention from the matters in hand.

It was noted that due to an administrative error the Neighbourhood Plan Working Group Terms of Reference had not been included as an appendix.

Therefore it was unanimously AGREED that it would not be appropriate to discuss these as Members had not had the opportunity to review the papers prior to the meeting. The TOR for the Neighbourhood Plan Working Group would be carried forward to a future meeting for consideration.

Various minor amendments were considered and agreed changes noted. (Appendix 1)

It was AGREED that each Committee should be subject to a minimum number of 7 Councillor Members.

PRC17/46 **EXCLUSION OF PUBLIC AND PRESS:** In view of the confidential nature of the business about to be transacted it was proposed and agreed that the meeting should be closed to the public and the press. Any members of the public or press in attendance were requested to withdraw from the meeting in the public interest.

PRC17/47 **STAFF MATTERS**

The Clerk informed the Committee that in addition to the day to day operations, a number of projects are currently ongoing including:

- A review for compliance with requirements of the Transparency Code for a larger Council and preparation of relevant information to be included on a Transparency Webpage on the Parish Council's website.
- A review and audit of the Burial Ground. A report is being prepared to be presented at a future G&E meeting including a review of fees and charges.
- The Adastra Park – masterplan including the Garden of Remembrance.
- The identification and listing of all Memorial trees and benches in Adastra Park and the Garden of Remembrance.

An interim audit carried out by the Internal Auditor has recently been successfully completed and the Clerk would be completing an action plan at a later date which will be considered by Full Council.

The Clerk had recently attended a training event at Burgess Hill Town Council regarding the new General Data Protection Regulations due to come into force mid 2018. This will have implications for Parish Councils, however there is still some uncertainty about the requirements and how they can be met by Parish and Town Councils. It may be that the Council will need to appoint an independent Data Protection Officer, however new information is constantly coming to light and is being monitored by the Clerk. Other implications will focus on the email addresses used by Councillors for Council Business. The Deputy Clerk informed Councillors that although emails currently sent to Councillor HPC email addresses are forwarded to personal address, Councillors are able to access the HPC addresses directly and this would be simple to initiate.

The Committee was informed that the Groundsman is currently on sick leave for an extended period of time. Contingency plans had been put into place in his absence.

PRC17/48 **TRACKER/ACTION LIST**

- 48.1 It was noted that this had not been included as an appendix and therefore the Clerk verbally updated the Committee. The main action being that Cllr Weir had agreed to contact Cllrs Hatton and Fisher to confirm their willingness to continue on the Staffing Committee alongside Cllrs Gaudencio and Weir. It

was noted that subsequent to this action being agreed Cllr Fisher had resigned as a Councillor. There are currently two vacancies for Councillors, to date there has been no interest from residents with regards to filling these vacancies. It was agreed that if this remains the case an article would be put into The Talkabout magazine for March. So far notification has been on the website, via Facebook and in the Rotunda and Parish Office Window.

48.2 **ONLINE BANKING.** Cllr Gaudencio asked the Clerk for an update on the progress with moving to online banking. The Clerk informed the Committee that he is in the process of exploring options to distribute the Council funds more effectively. This was being progressed as a priority and the Clerk would report on this as soon as he was able.

PRC17/49 Urgent Matters at the discretion of the Chair for noting and/or inclusion on a future agenda.

There were no other urgent matters.

PRC17/50 DATE OF NEXT MEETING. It was agreed that the next meeting would take place on 20 March 2018 and that unless any urgent matters came to light, there would not be a meeting in February.

The Meeting closed at 8.35pm

Chair Date.....

HASSOCKS PARISH COUNCIL TERMS OF REFERENCE

POLICY RESOURCES & COMMUNICATIONS COMMITTEE

Membership of the Policy Resources & Communications Committee

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

Chairperson

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

Conduct of Meetings

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

Responsibilities

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

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

Financial Responsibilities

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

Authorise expenditure provided such expenditure is:-

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

and

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

HASSOCKS PARISH COUNCIL TERMS OF REFERENCE

GROUND & ENVIRONMENT COMMITTEE

Membership of the Grounds & Environment Committee

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

Chairperson

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

Conduct of Meetings

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

Responsibilities

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

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

Financial Responsibilities

41. Grounds & Environment Committee shall be empowered to:

Authorise expenditure provided such expenditure is:-

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

Fees & Charges

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

HASSOCKS PARISH COUNCIL TERMS OF REFERENCE

PLANNING COMMITTEE

Membership of the Planning Committee

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

Chairperson

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

Conduct of Meetings

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

Responsibilities

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

55. To liaise with the District and County Council where appropriate

56. To consider applications for road closures

57. To consider issues relating to Public Rights of Way

Financial Responsibilities

58. Planning Committee shall be empowered to:

Authorise expenditure provided such expenditure is:-

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

Reviewed SEPT 17