

HASSOCKS PARISH COUNCIL

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

A meeting of the POLICY, RESOURCES and COMMUNICATIONS COMMITTEE will be held on Tuesday 17 July 2018 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Ian Cumberworth
Parish Clerk
11 July 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 22nd May 2018 (previously Circulated).

4. PUBLIC PARTICIPATION

5. CLERK'S REPORTS

5.1 SECTION 106 WORKING PARTY.

At full Council on 10th July 2018 members agreed that the Council should establish a working party to consider future infrastructure proposals that may be possible to be supported via developer contributions (s106). Members are requested to consider those members that have expressed an interest in sitting on this group and determine the role of the group.

5.2 IMPROVING THE STANDARD OF THE TRANSMISSION OF SOUND WITHIN THE COUNCIL CHAMBER (verbal report – Cllr Judith Foot/Clerk)

5.3 FINANCIAL ACCOUNTS – Budget - This report sets out the summary budget position as per the RBS accounting system as at 9th July 2018 and is produced for information. (Appendix 1).

The attached report sets out the following detail:

Column 1	Actual spend/income to date
2	2018/19 Budget
3	Variance (difference between spend and budget to date)
4	Balance of budget that remains unspent.
5	% budget spent to date

5.4 BUSINESS PLAN – publication options (verbal update Cllr Frances Gaudencio)

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

7. DATE OF NEXT MEETING

18 September 2018

EXCLUSION OF PUBLIC AND PRESS In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential agenda. If any members of the public or press are present they 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.

Detailed Income & Expenditure by Budget Heading 09/07/2018

Cost Centre Report

	(1)	(2)	(3)	(4)	(5)		
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4000 Salaries - All Staff	20,511	85,000	64,489		64,489	24.1%	
4010 Salaries - Office Cleaning	312	1,224	912		912	25.5%	
4030 Salaries - Casual Staff	30	1,000	970		970	3.0%	
4035 Salaries - Extra Time	266	2,150	1,884		1,884	12.4%	
4040 PAYE/NI	6,389	26,500	20,111		20,111	24.1%	
4045 Pension Costs	7,529	29,000	21,471		21,471	26.0%	
4050 Staff Expenses	0	300	300		300	0.0%	
4055 Training Staff	250	3,000	2,750		2,750	8.3%	
4070 Payroll	0	525	525		525	0.0%	
Staff :- Indirect Expenditure	<u>35,286</u>	<u>148,699</u>	<u>113,413</u>	<u>0</u>	<u>113,413</u>	<u>23.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(35,286)</u>						
<u>110 Administration</u>							
1076 Precept	137,505	275,009	137,504			50.0%	
1090 Bank Interest	9	60	51			15.2%	
Administration :- Income	<u>137,514</u>	<u>275,069</u>	<u>137,555</u>			<u>50.0%</u>	<u>0</u>
4060 Subscriptions	2,274	2,750	476		476	82.7%	
4065 Communications/Publications	0	3,000	3,000		3,000	0.0%	
4075 Hospitality	3	100	97		97	3.2%	
4100 Rates	795	4,000	3,205		3,205	19.9%	
4120 Web-site & IT Support	1,095	2,250	1,155		1,155	48.7%	
4130 Telephone	259	1,500	1,241		1,241	17.3%	
4135 Stationery & Office Supplies	857	2,250	1,393		1,393	38.1%	
4140 Insurance	3,001	4,750	1,749		1,749	63.2%	
4145 Audit Fees	(617)	1,300	1,917		1,917	(47.4%)	
4150 Professional Fees	0	4,000	4,000		4,000	0.0%	
4155 PWLB	2,270	8,670	6,400		6,400	26.2%	
4160 Bank Charges	70	400	330		330	17.5%	
Administration :- Indirect Expenditure	<u>10,007</u>	<u>34,970</u>	<u>24,963</u>	<u>0</u>	<u>24,963</u>	<u>28.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>127,507</u>						
<u>120 Civic</u>							
4200 Chairman's Allowance	0	600	600		600	0.0%	
4205 Training - Councillors	60	600	540		540	10.0%	
4210 Members Allowances	0	150	150		150	0.0%	
4215 Elections	0	1,000	1,000		1,000	0.0%	
Civic :- Indirect Expenditure	<u>60</u>	<u>2,350</u>	<u>2,290</u>	<u>0</u>	<u>2,290</u>	<u>2.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(60)</u>						

Detailed Income & Expenditure by Budget Heading 09/07/2018

Cost Centre Report

	(1)	(2)	(3)	(4)	(5)		
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Grants							
4250 S137 Grants/Expenditure	0	2,950	2,950		2,950	0.0%	
Grants :- Indirect Expenditure	0	2,950	2,950	0	2,950	0.0%	0
Movement to/(from) Gen Reserve	0						
140 Allotments							
1000 Allotment Income	35	1,450	1,415			2.4%	
Allotments :- Income	35	1,450	1,415			2.4%	0
4110 Repairs & Renewals	0	500	500		500	0.0%	
4300 Water	51	150	99		99	34.0%	
4305 HAHF Funding	0	200	200		200	0.0%	
4710 Grounds Projects	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	51	1,350	1,299	0	1,299	3.8%	0
Movement to/(from) Gen Reserve	(16)						
150 Burial Grounds							
1020 Burial Fees	531	4,000	3,469			13.3%	
Burial Grounds :- Income	531	4,000	3,469			13.3%	0
4110 Repairs & Renewals	0	1,250	1,250		1,250	0.0%	
4300 Water	80	150	70		70	53.6%	
4415 Grounds Maintenance Contracts	0	2,600	2,600		2,600	0.0%	
Burial Grounds :- Indirect Expenditure	80	4,000	3,920	0	3,920	2.0%	0
Movement to/(from) Gen Reserve	451						
160 Parish Centre/Garage							
4105 Utilities	270	1,900	1,630		1,630	14.2%	
4110 Repairs & Renewals	240	500	260		260	48.0%	
4125 Equip incl Comp/Photocopier	190	1,000	810		810	19.0%	
4300 Water	21	250	229		229	8.4%	
4410 Building Maintenance Contracts	301	3,500	3,199		3,199	8.6%	
4700 Grounds Machinery&Equip	0	1,000	1,000		1,000	0.0%	
Parish Centre/Garage :- Indirect Expenditure	1,021	8,150	7,129	0	7,129	12.5%	0
Movement to/(from) Gen Reserve	(1,021)						
170 Adastra Pavillion							
1040 Adastra Park Income	244	3,750	3,506			6.5%	
Adastra Pavillion :- Income	244	3,750	3,506			6.5%	0

Detailed Income & Expenditure by Budget Heading 09/07/2018

Cost Centre Report

①

②

③

④

⑤

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4105 Utilities	603	2,850	2,247		2,247	21.2%	
4110 Repairs & Renewals	227	1,750	1,523		1,523	13.0%	
4115 Fixtures & Fittings	0	500	500		500	0.0%	
4125 Equip incl Comp/Photocopier	0	750	750		750	0.0%	
4300 Water	36	500	464		464	7.2%	
4410 Building Maintenance Contracts	1,292	5,000	3,708		3,708	25.8%	
4420 Grounds Supplies	27	350	323		323	7.7%	
Adastra Pavilion :- Indirect Expenditure	2,186	11,700	9,514	0	9,514	18.7%	0
Movement to/(from) Gen Reserve	(1,942)						
180 Adastra Park Grounds							
1040 Adastra Park Income	1,326	7,500	6,174			17.7%	
Adastra Park Grounds :- Income	1,326	7,500	6,174			17.7%	0
4110 Repairs & Renewals	10	2,000	1,990		1,990	0.5%	
4415 Grounds Maintenance Contracts	300	6,250	5,950		5,950	4.8%	
4420 Grounds Supplies	259	1,500	1,241		1,241	17.3%	
4430 Adastra Park Masterplan	60	0	(60)		(60)	0.0%	60
4650 Biffa Waste	664	2,500	1,836		1,836	26.6%	
4655 Tree Maintenance	0	2,250	2,250		2,250	0.0%	
Adastra Park Grounds :- Indirect Expenditure	1,294	14,500	13,206	0	13,206	8.9%	60
Net Income over Expenditure	32	(7,000)	(7,032)				
6000 plus Transfer From EMR	60						
Movement to/(from) Gen Reserve	92						
181 Adastra Play Equipment							
4110 Repairs & Renewals	(2,538)	1,000	3,538		3,538	(253.8%)	
4415 Grounds Maintenance Contracts	0	500	500		500	0.0%	
Adastra Play Equipment :- Indirect Expenditure	(2,538)	1,500	4,038	0	4,038	(169.2%)	0
Movement to/(from) Gen Reserve	2,538						
182 Adastra Skatepark							
4110 Repairs & Renewals	0	300	300		300	0.0%	
Adastra Skatepark :- Indirect Expenditure	0	300	300	0	300	0.0%	0
Movement to/(from) Gen Reserve	0						

Detailed Income & Expenditure by Budget Heading 09/07/2018

Cost Centre Report

	(1)	(2)	(3)	(4)	(5)		
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
183 Adastra Tennis Courts							
1040 Adastra Park Income	0	2,000	2,000			0.0%	
Adastra Tennis Courts :- Income	0	2,000	2,000			0.0%	0
4110 Repairs & Renewals	0	225	225		225	0.0%	
4420 Grounds Supplies	0	250	250		250	0.0%	
Adastra Tennis Courts :- Indirect Expenditure	0	475	475	0	475	0.0%	0
Movement to/(from) Gen Reserve	0						
190 Bowling Green							
1040 Adastra Park Income	0	4,300	4,300			0.0%	
Bowling Green :- Income	0	4,300	4,300			0.0%	0
4110 Repairs & Renewals	0	2,500	2,500		2,500	0.0%	
Bowling Green :- Indirect Expenditure	0	2,500	2,500	0	2,500	0.0%	0
Movement to/(from) Gen Reserve	0						
200 Parklands Copse							
4655 Tree Maintenance	0	600	600		600	0.0%	
Parklands Copse :- Indirect Expenditure	0	600	600	0	600	0.0%	0
Movement to/(from) Gen Reserve	0						
210 Talbot Field							
4415 Grounds Maintenance Contracts	0	1,000	1,000		1,000	0.0%	
4655 Tree Maintenance	0	1,000	1,000		1,000	0.0%	
Talbot Field :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Movement to/(from) Gen Reserve	0						
220 Street Scene							
4515 S137/Mobile Refuse Collection	0	3,000	3,000		3,000	0.0%	
4520 Floral Displays	1,243	3,000	1,757		1,757	41.4%	
4525 Finger Post Maintenance	0	200	200		200	0.0%	
4530 Bus Shelter Maintenance	328	500	172		172	65.6%	
4535 Seats	0	750	750		750	0.0%	
4545 Litter Bins	0	1,100	1,100		1,100	0.0%	
4550 Greener Hassocks Funding	0	500	500		500	0.0%	
4555 TRO Funding	0	3,000	3,000		3,000	0.0%	
4565 Pedestrian Environment	0	1,000	1,000		1,000	0.0%	
4655 Tree Maintenance	0	100	100		100	0.0%	

Detailed Income & Expenditure by Budget Heading 09/07/2018

Cost Centre Report

	(1)	(2)	(3)	(4)	(5)		
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4665 Dog Bins & Maintnce Contract	0	3,150	3,150		3,150	0.0%	
Street Scene :- Indirect Expenditure	1,571	16,300	14,730	0	14,730	9.6%	0
Movement to/(from) Gen Reserve	(1,570)						
<u>230 Street Lighting</u>							
4110 Repairs & Renewals	(10,500)	11,500	22,000		22,000	(91.3%)	
4600 WSCC Energy	(3,500)	4,500	8,000		8,000	(77.8%)	
Street Lighting :- Indirect Expenditure	(14,000)	16,000	30,000	0	30,000	(87.5%)	0
Movement to/(from) Gen Reserve	14,000						
<u>240 Environmental Improvements</u>							
4500 Footpaths	0	3,500	3,500		3,500	0.0%	
4510 BHTC Reactive Work	0	2,200	2,200		2,200	0.0%	
4560 S137/The Monday group	0	750	750		750	0.0%	
4660 Tree Planting	3,150	0	(3,150)		(3,150)	0.0%	3,150
Environmental Improvements :- Indirect Expenditure	3,150	6,450	3,300	0	3,300	48.8%	3,150
6000 plus Transfer From EMR	3,150						
Movement to/(from) Gen Reserve	0						
<u>260 Neighbourhood Plan</u>							
4800 Neighbourhood Plan	0	20,000	20,000		20,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	0	20,000	20,000	0	20,000	0.0%	0
Movement to/(from) Gen Reserve	0						
<u>270 Parking Discs</u>							
1060 Parking Disc Income	200	775	575			25.8%	
Parking Discs :- Income	200	775	575			25.8%	0
4540 Parking Discs	400	500	100		100	80.0%	
Parking Discs :- Indirect Expenditure	400	500	100	0	100	80.0%	0
Movement to/(from) Gen Reserve	(200)						
<u>280 Christmas Lights</u>							
4255 Christmas Lights	0	3,250	3,250		3,250	0.0%	
Christmas Lights :- Indirect Expenditure	0	3,250	3,250	0	3,250	0.0%	0
Movement to/(from) Gen Reserve	0						

09/07/2018

Hassocks Parish Council 2018/19

Page 6 of 6

13:53

Detailed Income & Expenditure by Budget Heading 09/07/2018

Cost Centre Report

	(1)	(2)	(3)	(4)	(5)	
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
						Transfer to/from EMR
Grand Totals:- Income	139,850	298,844	158,994			46.8%
Expenditure	38,569	298,544	259,975	0	259,975	12.9%
Net Income over Expenditure	<u>101,281</u>	<u>300</u>	<u>(100,981)</u>			
plus Transfer From EMR	3,210					
Movement to/(from) Gen Reserve	<u>104,492</u>					