

## HASSOCKS PARISH COUNCIL

Minutes of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE** meeting held on **Tuesday 17 July 2018 at 7.30pm**

Attendees: Parish Councillors: Frances Gaudencio (Chair), Ian Weir, Judith Foot and Peter Gibbons.

Clerk: Ian Cumberworth

**PRC18/12 APOLOGIES:** Cllrs Sue Hatton, Georgia Cheshire and Kate Bailey.

**PRC18/13 DISCLOSURE OF INTERESTS:** None declared.

### **PRC18/14 MINUTES**

The Minutes of the Meeting held on 22<sup>nd</sup> May 2018 as previously circulated were accepted.

### **PRC18/15 PUBLIC PARTICIPATION.**

There was one member of the public present (Frank Rylance) who confirmed he was pleased the Council were considering item 5.2 (Improving the standard of the transmission of sound within the Council chamber) on the agenda.

### **PRC18/16 CLERKS REPORT**

**16.1 Section 106 Working Party** Members were advised that further to the request at Full Council to seek volunteer Members to sit on a working group to identify potential infrastructure improvements within the parish that may be achievable via the utilisation of Developer contributions the Clerk had received one expression of interest from Cllr Gaudencio. It was felt that with the pending summer recess this may have impacted on availability of Members to participate in this initiative. Cllr Weir indicated that he was keen to participate in this group.

Cllr Weir confirmed that a meeting was scheduled later in the week with representatives of the Council and the Clerk to discuss potential options relating to some future developments which would be a good opportunity to consider and develop an approach on Developer contributions. Cllr Weir encouraged Cllr Gaudencio if possible to attend this meeting. Cllr Gaudencio agreed to do so.

### **16.2 Improving the Standard of the Transmission of Sound within the Council Chamber**

Cllr Foot introduced the item and expressed the view that it was important to improve the current arrangement to assist all those with hearing difficulties. Although the Council have taken on board previous comments from the public regarding the re-configuration of seating to improve the acoustics it was felt further improvements should be explored. The clerk indicated that he had contacted one local company who undertook a site visit and is in the process of setting out options. The suggested indicative cost would be in the region of £1,750 - £3,500 dependent on the system chosen however cost could increase if a more sophisticated system were to be installed. Members discussed the merits of various systems however it was felt more information would be required to understand the costs and benefits of each system. Cllr Gaudencio invited the Member of the public to speak at this stage to assist the discussion as Mr Rylance had originally raised the issue with the Council. The member of the public suggested a number of alternative options some of which would have limited if any financial impact but could go some way to improving the situation that should be explored in the first instance together with seeking further advice. It was agreed that Mr Rylance would submit his suggestions via the Clerk so that they

could be considered further. Cllr Gaudencio thanked him for his very helpful contribution.

Members acknowledged that at present no specific budget had been identified therefore it would require to either be funded from General reserves or allocated in the budget setting process for the next financial year. It was agreed that further work would be undertaken to establish the potential budget requirements to implement improvements in the future after considering the available options.

**16.3 Financial Accounts – Budget** the Clerk introduced the budget report for the 1<sup>st</sup> quarter which set out summary details for each income/expenditure code. The report detailed the following:

1. Actual year to date
2. Current Annual Budget
3. Variance
4. Funds Available
5. % spent to date

Members were taken through various figures and invited to ask questions on the attached budget report. The Clerk responded to a range of questions from Members who were satisfied with the explanations provided and thanked the Clerk for producing the report.

It was acknowledged that it was the first quarter therefore expenditure and income activity were at an early stage in the financial year however Members expressed the view that going forward it would be helpful if any budgets that were likely to be exceeded or significantly underspent should be flagged up to members at an early stage.

The Clerk undertook to do this as part of the quarterly reporting process and drew Members attention to one specific saving achieved already this financial year in relation to Insurance which had been achieved by market testing the service.

**16.4 Business Plan** Cllr Gaudencio updated Members on the process followed to date and emphasised the importance of the document as it sought to set out the priorities/focus direction of the Council, therefore it was important for the document to be published in the near future.

Members discussed various options and concluded that the document should be produced in both booklet (hard copy) and electronic format. Appropriate promotional material electronic and paper copy will be used to sign post and raise awareness of the document in the Community. It was proposed that booklets will be distributed to voluntary/community groups/members in the first instance but also made available via the parish office. The Clerk indicated that the office would be happy to finalise the design of the document with a view to being available for distribution at the next Full Council meeting in September. To assist the office Members agreed to provide a range of photographs to be incorporated into the final document to enhance its appearance within the next two week period.

**PRC18/17** Urgent Matters at the discretion of the Chair for noting and/or inclusion on a future agenda.

The Chair Cllr Gaudencio informed Members that she would be unable to attend the next scheduled Policy Resource and Communications Committee in September.

**PRC18/18** **DATE OF NEXT MEETING.** 18 September 2018

The Meeting closed at 8.45 pm