

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 13th November 2018
at **7.30 pm** in the Council Chamber, Parish Centre, Adastra Park Hassocks

Parish Clerk 7th November 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. **APOLOGIES**

1.1 To Accept Apologies for Absence.

2. **DECLARATIONS OF INTEREST**

2.1 Disclosure by Councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.

3. **MINUTES**

3.1 To accept the minutes of the:

Parish Council meeting 9th October 2018

4. **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 item of business included in the agenda**, in accordance with Standing Orders.*

5. **MINUTES**

To accept the following Minutes

5.1 **Planning Committee** – 22 October 2018 (for noting only)

5.2 **Grounds & Environment** – 25 October 2018 (for noting only)

5.3 **Neighbourhood Plan working Group** – 4 October, and 1 November 2018 (for noting only)

6. **FINANCE**

6.1 To approve the Financial Report and authorise the list of payments in the sum of £ 19,698.04 for the period ending 30/09/2018 set out in (**Appendix 1.**)

7. **REPORTS**

7.1 District Councillors' Report

7.2 County Councillor Report

7.3 Rail Matters (oral report, Leslie Campbell)

7.4 Youth Initiatives (oral report Kate Bailey)

7.5 Police matters

7.6 Report from Councillors on meetings of outside bodies where the Council is represented.

8. **CHAIRMAN'S REPORT**

8.1 Verbal update

- 9.1 **SECTION 106 GRANT AGREEMENT MSDC** – Members were informed earlier this year (July) that the Council had been successful in securing £75,000 section 106 grant funding in support of the Wheel park/skate park project. We have recently received a formal grant agreement (legal agreement) from Mid Sussex District Council which the Council is required to enter into to access this funding. This type of agreement is standard for funding awards and sets out various responsibilities/conditions. In accordance with our Standing Orders: **Sealing of Documents** 37(a) *a document shall not be sealed on behalf of the Council unless its sealing has been authorised by resolution and 37 (b) any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal.*

Members are therefore requested to approve the entering into this agreement and that two Members Cllr Ian Weir (Chair) and Cllr Jane Baker (Vice Chair) be authorised to sign this agreement on behalf of Hassocks Parish Council once they have appraised themselves of the conditions contained within the document

- 9.2 **ADASTRA PARK – FLINT WALL** – the retaining boundary wall of the Garden of Remembrance which adjoins the footpath on Keymer Road has developed a significant bulge causing the wall to split. The bulge appears to have been worsening as some members of the public have raised concerns. In light of the fact that if the wall were to collapse in this section it would fall onto a frequently used public footpath, it was felt prudent to seek an expert opinion(s) on the stability of this section and whether it was in need of repair.

We have been advised that the wall is generally in reasonable condition, the original construction was of coursed flint set in lime mortar. At some point the top cap of flint has been refitted using cement and in other sections the wall has been re-pointed with cement. Longer term this is likely to have a detrimental impact to the future condition of the wall.

There are two bulges in the wall most likely caused by root growth from trees that are or have previously grown behind them. The bulge near the Hassocks end is stable and requires no action at present. The second larger bulge which has split is not in danger of imminent collapse however a repair would be prudent.

Members are requested to consider the option of commissioning a repair to the 5 Metre section of wall which has developed the significant bulge and split using traditional methods (as originally constructed) taking into account the proximity of the wall to the public footpath. Quotes have been sought from a number of companies who specialise in flint repairs. Based on the prices received the Council would need to set aside in the region of £2,200 which would cover the dismantling and rebuilding of the wall in an upright position. No specific budget has been allocated to meet these costs therefore if Members were minded to approve this proposal £1,750 could be funded from the Adastra Park Repairs budget (180/4110) with the balance of say £450 being met from General Reserves. Member's views are sought.

- 9.3 **INVESTMENT POLICY** – Policy Communications & Resources Committee considered the Draft Investment Policy (Appendix 2) which sets out the proposed governance framework for banking and investments. The intention is that the document would form part of the Councils Standing Orders/Financial Regulations. The basis of the policy is to enable the Council to have a clear statement/transparency on how it intends to manage its finances and will inform future investment decisions.

PRC18/23.3 Members felt that the policy provided transparency and clarity and welcomed the introduction of the policy. Members **RESOLVED** to approve the proposed Investment policy

Council are requested to approve that the proposed policy should be incorporated into the Councils Standing Orders & Financial Regulations.

9.4 **GRANTS** – We have received a letter of thanks from Jack & Jill Playgroup and Hassocks Speedwatch Group (HSG) for the grant award. HSG have now received the equipment and volunteers are undergoing training which once completed will enable the group to commence undertaking initiatives.

9.5 **STAIRLIFT** – The Council currently has a Minivator 2000 stair lift that was installed in the Parish offices in excess of 10 years ago. Although the system has been regularly serviced in recent years it has developed an intermittent fault that has proved difficult to resolve despite a number of different companies attempting to resolve the issue. Although the chair is infrequently used this should not impact on its reliability adversely. At present the chair only works intermittently and cannot be relied on with any confidence. In addition the fixing attaching the chair to the running rail has developed a hairline crack therefore we have been advised that use should be kept to a minimum and preferably not used at all.

The manufacture of the current system is no longer trading, we have therefore sought to identify a compatible system which would enable the seat only to be replaced. Unfortunately on establishing the serial numbers of the system we have been advised that there is currently no compatible seating system on the market that could be utilised on the current running track. Therefore for the Council to have a fully functional system would require the replacement of the whole system including the removal and installation of new running track.

We have therefore sought a quote from our servicing agent who has confirmed the cost of replacing and installing the system (Handicare 2000 Twin Rail Curved Stair lift) would be £4,365 (exc. VAT). Members are therefore requested to consider the proposal of replacing the current system. In accordance with Standing Order 13.1 Procurement of Goods and Services where the estimated value of work is less than £5,500 the method of invitation is discretionary and the Clerk is able to accept a quote on behalf of the Council subject to budget being available. Earlier this year the Council for the first time set aside a sum of £15,000 to establish a Repair Fund within its Earmarked Reserves to specifically meet the cost of significant future repairs/replacements. The chair lift would meet this criteria therefore funds could be utilised from this reserve.

On this basis Members are requested to consider the option to replace the existing system and authorise the Clerk to accept the proposal in the sum of £4,365 (exc. VAT) and to agree that the cost of replacement should be funded from the Repairs fund set aside in the Earmarked Reserves.

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

11. To note that the date of the next Council meeting is **Tuesday 11th December 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 in attendance they will be requested to withdraw from the meeting in the public interest.

12. 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

P1 of 2	Hassocks Parish Council 2018/19			
Current Bank A/C 2114				
List of Payments made between 01/09/2018 and 30/09/2018 (incl VAT)				
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/09/2018	Sussex Sign Centre	5844	85.20	B/G Car Park Signage
04/09/2018	Viking	5845	141.75	Various Supplies
04/09/2018	Bee Clean (Southern) Ltd	5846	216.00	Pavilion Cleaning - September
04/09/2018	Biffa Waste Services Ltd	5847	220.25	Biffa Waste 3/8-24/8/18
04/09/2018	Burgess Hill Town Council	5848	1710.00	Top up Env Services MSDC Land
06/09/2018	Greenscene Landscapes	5849	192.82	Lampost basket maintenance
06/09/2018	G A Hinde Window Cleaning	5850	110.00	Window Cleaning
06/09/2018	Petty Cash	5851	71.19	Petty cash top up
20/09/2018	void cheque	5852	0.00	void cheque
20/09/2018	void cheque	5854	0.00	void cheque
20/09/2018	Total Salaries - September	5853/55/ BACS	6837.00	September 18 Salary
20/09/2018	HMRC/PAYE	5856	1998.20	PAYE/NI September 18
13/09/2018	Viking	5857	112.56	Office stationery
13/09/2018	Sussex Sign Centre	5858	43.20	burial ground signage
17/09/2018	void cheque	5859	0.00	void cheque
17/09/2018	St Catherines Hospice	5860	300.00	s137 Grant award
17/09/2018	Victim Support	5861	200.00	s137 Grant award
17/09/2018	St Peter & St James Hospice	5862	250.00	s137 Grant award
17/09/2018	West Sx Mediation Service	5863	100.00	s137 Grant award
17/09/2018	4 Sight	5864	400.00	s137 grant award
17/09/2018	Jack & Jill Playgroup	5865	85.00	s137 Grant award
18/09/2018	Foster Landscapes Ltd	5866	42.00	Sept Safety Inspections
20/09/2018	Clayton & Keymer RB Legion	5867	400.00	s137 Grant award
19/09/2018	Sussex Environmental	5868	300.00	Adastra Knotweed Treatment
20/09/2018	Petty Cash	5869	80.92	Petty Cash top up
20/09/2018	Tracy Bates	5870	32.00	Reimburse - leaving gift
26/09/2018	G Jeffcott	5871	75.00	Repairs to allot gate
26/09/2018	Face Media Group	5872	483.60	NP Leaflet Printing
20/09/2018	Castle Water	5873	34.78	Bowls Green Water
26/09/2018	SPSLMD	5874	648.00	NP Leaflet Distribution
20/09/2018	WSCC Pension Fund	BACS	2426.82	Sept Pension contribution
04/09/2018	Barclays Bank	BARCLAYS	31.77	Bank Charges 13.7-12.8.18
19/09/2018	British Gas	BGAS D/D	6.95	P/O Gas D/D Sept
17/09/2018	British Telecom	BT D/D	68.24	P/O Telephone D/D Sept
12/09/2018	Castle Water	CASTLE D/D	10.69	P/O Water D/D Sept
12/09/2018	Castle Water	CASTLE D/D	20.25	Pav Water D/D Sept
27/09/2018	Castle Water	CASTLEWD/I	25.28	Burial Gd Water
28/09/2018	Castle Water	CASTLEWD/I	10.69	P/O Water D/D Sept
28/09/2018	Castle Water	CASTLEWD/I	20.25	Pav Water D/D Sept
03/09/2018	edf energy	EDF D/D	205.00	Pavilion elec D/D Sept
03/09/2018	edf energy	EDF D/D	72.00	P/O Elec D/D
03/09/2018	Mid Sussex District Council	MSDC D/D	205.00	September Business Rates

P2 of 2					
Hassocks Parish Council 2018/19					
Current Bank A/C 2114					
List of Payments made between 01/09/2018 and 30/09/2018 (incl VAT)					
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail	
03/09/2018	Mid Sussex District Council	MSDC D/D	60.00	Adj re Business Rates Sept	
03/09/2018	Public Works Loan Board	PWLB D/D	1364.63	Pavilion Loan Repayment	
03/09/2018	Southeast water	SEWAT D/D	1.00	Allot water D/D Sept	
	TOTAL EXPENDITURE		19698.04		
Signed.....					
Date.....					

Date: 11/10/2018

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Time: 14:29

Bank Reconciliation Statement as at 11/10/2018
for Cashbook 1 - Current Bank A/C 2114

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C 2114	28/09/2018	3	14,671.17
			<u>14,671.17</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>5,432.95</u>
			9,238.22
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<u>0.00</u>
			9,238.22
		Balance per Cash Book is :-	9,238.22
		Difference is :-	0.00

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Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	118,476.99	147,427.68	
Total Receipts / Payments	118,476.99	147,427.68	Closing Trial Balance
Opening Balance	38,188.91		
Closing Balance		9,238.22	<u>9,238.22</u>
	<u>156,665.90</u>	<u>156,665.90</u>	

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Time: 13:33

Bank Reconciliation Statement as at 11/10/2018
for Cashbook 2 - Tracker A/C 3548

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker A/C 3548	01/10/2018	1	497,706.89
			<u>497,706.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			497,706.89
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			497,706.89
		Balance per Cash Book is :-	497,706.89
		Difference is :-	0.00

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Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	277,102.28	100,000.00	
Total Receipts / Payments	277,102.28	100,000.00	Closing Trial Balance
Opening Balance	320,604.61		<u> </u>
Closing Balance		497,706.89	<u>497,706.89</u>
	<u>597,706.89</u>	<u>597,706.89</u>	

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Time: 13:44

Bank Reconciliation Statement as at 11/10/2018
for Cashbook 3 - Business Saver 3

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver 2514	28/09/2018	1	85.36
			<u>85.36</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85.36
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85.36
		Balance per Cash Book is :-	85.36
		Difference is :-	0.00

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Receipts and Payments Summary - Cashbook 3

Business Saver 3

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	0.08	0.00	
Total Receipts / Payments	0.08	0.00	Closing Trial Balance
Opening Balance	85.28		<u> </u>
Closing Balance		85.36	<u>85.36</u>
	<u>85.36</u>	<u>85.36</u>	

Date: 11/10/2018

Hassocks Parish Council 2018/19

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Time: 13:40

Bank Reconciliation Statement as at 11/10/2018
for Cashbook 4 - Business Saver 2

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Sver 2 5015	29/09/2018	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

11/10/2018

Hassocks Parish Council 2018/19

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Receipts and Payments Summary - Cashbook 4

Business Saver 2

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Receipts / Payments	0.00	0.00	Closing Trial Balance
Opening Balance	0.05		<u> </u>
Closing Balance		0.05	0.05
	<u>0.05</u>	<u>0.05</u>	

HASSOCKS PARISH COUNCIL - INVESTMENT POLICY

1. INTRODUCTION

- 1.1 This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of Hassocks Parish Council.
- 1.2 Authority reference is set out in the council's Financial Regulations. ((FR.5 & FR.12)
- 1.3 The Local Government Act 2003 Section 12 provides the power to invest (a) for any purpose relevant to its functions under any enactment or (b) for the purpose of the prudent management of its financial affairs. Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.
- 1.4 The council acknowledges its duty of care to the community and the prudent investment of funds.

2. OBJECTIVES

- 2.1 The council's priorities are, in the following ranking order:
 - (i) The security of capital to minimise the risk of losses.
 - (ii) The liquidity of investments to meet the cash flow needs of the council.
 - (iii) Maximising income within the framework of the national economic situation.
- 2.2 The council will aim to achieve a reasonable rate of return on investments commensurate with adequate safeguards of security and liquidity.

3. INVESTMENTS

- 3.1 All investment and deposits will be with UK registered banks or building societies.
- 3.2 All investments, deposits and interest will be in £ sterling.
- 3.3 Investments for current expenditure will be on instant access deposit accounts with a daily feeder to the current account.
- 3.4 Investments not required for current expenditure i.e. the general reserve may be placed on longer term deposits of up to 2 years.
- 3.5 Investments not required for current expenditure i.e. earmarked reserves may be placed on medium term deposits not exceeding 1 year.
- 3.6 In order to spread the financial risk to a minimum, investments will be made with a minimum of 2 financial institutions.
- 3.7 The credit ratings (Moody's) of the institutions will be a minimum of 'A' and these will be monitored regularly.
- 3.8 The management of this policy will be by the Clerk / RFO and reported to each **Council** meeting.

4. REVIEW

- 4.1 This policy will be reviewed by the **Policy Resources & Communications Committee** on an annual basis. Any variation to the policy will be submitted to the Council for approval.

Adopted.....