

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 11th September 2018
at **7.30 pm** in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Parish Clerk 5 September 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 10 July 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** – 9 July 2018, 30 July 2018
20 August 2018 (for noting only)
- 5.2 **Grounds & Environment** – 25 July 2018 (for noting only)
- 5.3 **Policy Resources & Communications** – 17 July 2018 (for noting only)
- 5.4 **Neighbourhood Plan working Group** – 26 July 2018, 23 August 2018

6. **FINANCE**

- 6.1 To approve the Financial Report and authorise the list of payments in the sum of £ 15,722.05 for the period ending 30/06/2018 set out in (**Appendix 1a.**)
&
£39,572.10 for the period ending 31/07/2018 set out in (**Appendix 1b.**)

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. CLERK'S REPORT

9.1 Grants

The purpose of this report is to inform the Council on Grant applications received this year. The Council agreed a budget of **£2,950** for grants and donations to local groups and organisations for 2018/19. The current grant application process is set out for Member's information in **(Appendix 2)**

The Council made the following donations in **2017/18**

1	St Catherine's Hospice	£ 300.00
2	Kent Surrey Sussex Air Ambulance	£ 250.00 or any amount deemed appropriate
3	Victim Support	£ 100.00
4	St Peter & St James Hospice	£ 250.00
5	West Sussex Mediation Service	£ 100.00
6	Jack & Jill Playgroup	£ 197.82
7	HKD Transition	£ 500.00
	TOTAL	£ 1,697.82

The following grant requests have been received for **2018/19**

1	St Catherine's Hospice	£ 300.00
2	Victim Support **	£ 50.00 -- 500.00 any amount deemed to be appropriate
3	St Peter & St James Hospice	£ 250.00
4	West Sussex Mediation Service	£ 100.00
5	4 Sight vision support	£ 400.00
6	Hassocks Community Speed Watch	£ 443.40 * see note(a)
7	Parklands Road Science Challenge	£ 96.00
8	Jack & Jill Playgroup	£ 85.00
9	Royal British Legion -parade	Up to £ 600.00 * see note(b)
	TOTAL **	£ 2,374.40

** Total based on assumption same award as 17/18 to Victim Support £100

Supporting documents for each of the above application are attached as (**Appendix 3.**)

Note:

- (a) **Hassocks Community Speed Watch:** Any funding approved would be subject to confirmation of sufficient volunteers to enable the scheme to operate.
- (b) This year the **British Legion** were requested to submit a formal grant application with respect of the parade marshal costs. This has previously been considered outside of the Community Grant application process however awarded contributions have been funded from the grant budget therefore it was felt appropriate to align this process.

It is understood that the Council previously assisted the British Legion by way of a funding donation to pay for the necessary security marshals and other expenses to enable the parade to take place. A similar request has been received this year; at present they are awaiting for confirmation of the cost of this service however the level of support provided last year (2017) by Hassocks Parish Council was £340.

Members are asked to consider this request and to determine an upper limit of financial support.

RECOMMENDATION: The Council is invited to consider the above applications, and determine the grant awards for 2018/19.

9.2 British Legion Remembrance Parade - Service

The Council has received an invitation to be represented at two services being held on the 11th November in Clayton (am) and Keymer (pm). The Council is requested to nominate representative(s) to attend these services.

9.3 Pavilion

9.3.1 Legionella risk assessment

The Council currently employs a specialist company to undertake regular Legionella checks/testing on the Council's buildings to discharge its responsibilities. Periodically the Council is required to undertake a risk assessment of our facilities specifically in relation to Legionella (Water Hygiene) which was undertaken earlier this year (18/19).

Although this assessment did not identify any significant risks it did recommend some remedial work to reduce the risk profile in some areas. The recommended remedial works primarily related to the insulation of pipes and the installation of various heating gauges and stratification pumps to improve the water management systems. The cost of undertaking these works is estimated to be £1,640 (net).

The Clerk is the responsible officer to ensure adequate arrangements are in place to mitigate the risk of legionella.

9.3.2 Bi-fold doors

It is understood that the Council installed its current bi-fold doors in 2015 when a number of panels became damaged to the original bi-fold doors.

It has recently been reported to the Council that some of the current bi-fold doors have been damaged. The Council has an annual service agreement in place with the installer to ensure that the doors are kept in good working order. They visited the site as scheduled on 10th August 2018 and undertook some minor adjustments as part of this arrangement including replacing four out of six screws in specific panels. Operating instructions for the use of the doors are on display on the doors at all times.

On the 20th August 2018 the Cricket club reported that the doors were broken. The installer attended the site on 22nd August and indicated that they would not be able to repair two of the panels on site and that they may need to be refabricated as they had been severely damaged however the building remained secure. From the date of the reported damage signage was installed stating doors were not to be used.

A surveyor from the installation company attended the site on 29th August to assess the repairs that needed to be undertaken. It is estimated the cost of the repairs will be £1,525 (net)

The suppliers/installers have indicated that the damage has been caused by using excessive force when opening the doors and has caused the newly installed screws to shear off. During the period between the service (10/8) and the reported damage (20/8) only two hirers have used the facility. The installers view was that it was incorrect operation of the opening mechanism that has caused the failure when an individual(s) has tried to open the doors.

In 2015 when Members considered alternative options for the replacement of the original bi-fold doors when the first instance of damage/malfunction was considered Members determined to retain the existing door arrangement as it formed part of the original design of the building. It would appear that with the continued use of bi-fold doors within a community usage facility which is dependent on the hirers operation it is likely there will be an ongoing risk of future damage/malfunction of these types of doors.

The Council has taken all reasonable steps to mitigate the risk of these types of doors malfunctioning or being damaged during operation with the exception of keeping them locked at all times.

The Council currently has an annual Repair & Renewal budget in the sum of £1,750 for the Pavilion of which at the date of this report £1,523 remains unspent. Based on the two items above if Members were minded to approve the expenditure the combined net spend would be £3,640 resulting in an (overspend of £2,117) against the remaining repairs budget. In addition further expenditure is likely to be incurred for the remainder of the year.

Members are therefore requested to consider utilising General reserves to meet the shortfall in funding:

- (a) To undertake the remedial works identified as part of the Legionella risk assessment in the sum of £1,640 to improve our water management arrangements within the pavilion.
- (b) Consider approving the cost of repair for the bi fold doors in the sum of £1,525.

9.4 Neighbourhood Plan Leaflet (**for information**) the NPWG (23/08/18 –NP18/20) approved the Clerk to allocate up to a maximum of £ 1,000 towards the printing and distribution of a leaflet updating residents on the proposed progression of the Neighbourhood Plan. The cost of this will be met from within the Neighbourhood Plan (code 260/4800) – **for information**.

9.5 Remembrance Beacons grant application (verbal update)

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 9th October 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.

13. 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 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 2018/19				
Current Bank A/C 2114				
List of Payments made between 01/06/2018 and 30/06/2018 (incl VAT)				
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
20/06/2018	HMRC/PAYE	5760	£2,152.01	PAYE/NI June 18
20/06/2018	WSCC Pension Fund	5761	£2,524.30	June 18 Pension Costs
20/06/2018	Total June Salaries	5762,63,64, 65,66,71	£7,059.46	June 18 Salaries inc groundsman cover
11/06/2018	Ian Cumberworth	5767	£58.00	Reimburse: Condolences Book
11/06/2018	Tracy Bates	5768	£29.99	Reimburse: Kaspersky Security
26/06/2018	Bee Cleen (Southern) Ltd	5769	£216.00	Pavilion cleaning June 18
12/06/2018	CSE	5770	£900.00	IT Support - 10 hour block
12/06/2018	Petty Cash Top Up	5772	£87.95	Petty Cash Top Up
12/06/2018	SSALC Ltd	5773	£72.00	Councillor Training
12/06/2018	Greenscene Landscapes	5775	£1,455.07	Floral Displays supply/install
26/06/2018	TSS	5776	£114.66	June Pavilion Legionella Test
26/06/2018	G Jeffcott	5777	£50.00	Parish Office Tap repair
26/06/2018	void cheque	5778	£0.00	void cheque
26/06/2018	Viking	5779	£249.96	Office Stationery
26/06/2018	void cheque	5781	£0.00	void cheque
05/06/2018	Barclays Bank	BARCLAYS	£38.53	Bank Charges 13.4-13.5.18
19/06/2018	British Gas	BRITGASD/D	£37.57	P/O Gas D/D June
15/06/2018	British Telecom	BT D/D	£67.09	P/O Telephone D/D June
01/06/2018	edf energy	EDF D/D	£205.00	June D/D pav electric
01/06/2018	edf energy	EDF D/D	£72.00	June D/D P/O electric
01/06/2018	MSDC	MSDC D/D	£265.00	June 18 Business Rates D/D
01/06/2018	Southeast water	S/EWAT D/D	£17.00	Allot water June D/D
01/06/2018	Southeast water	SEWAT D/D	£12.00	Pavilion Water June D/D
01/06/2018	Southeast water	SEWAT D/D	£7.00	P/O Water June D/D
01/06/2018	Southeast water	SEWAT D/D	£31.46	Water Supply Burial Ground
	Total		£15,722.05	
	Signed.....			
	Date			

Date: 20/07/2018

Hassocks Parish Council 2018/19

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Time: 11:37

Bank Reconciliation Statement as at 20/07/2018
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	29/06/2018	1	85.32
			<u>85.32</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85.32
		Balance per Cash Book is :-	85.32
		Difference is :-	0.00

20/07/2018

Hassocks Parish Council 2018/19

11:39

Receipts and Payments Summary - Cashbook 3

Business Saver 3

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	0.04	0.00	
Total Receipts / Payments	0.04	0.00	Closing Trial Balance
Opening Balance	85.28		<u> </u>
Closing Balance		85.32	<u>85.32</u>
	<u>85.32</u>	<u>85.32</u>	

Date: 20/07/2018

Hassocks Parish Council 2018/19

Page 1

Time: 11:33

User: TRACY

**Bank Reconciliation Statement as at 20/07/2018
for Cashbook 2 - Tracker A/C 3548**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker A/C 3548	29/06/2018	1	428,294.04
			<u>428,294.04</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
11/07/2018 Let10.7.18 Current Bank A/C 2114		25,000.00	
			<u>25,000.00</u>
			<u>403,294.04</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			<u>403,294.04</u>
		Balance per Cash Book is :-	403,294.04
		Difference is :-	0.00

20/07/2018

Hassocks Parish Council 2018/19

11:36

Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	137,689.43	55,000.00	
Total Receipts / Payments	137,689.43	55,000.00	Closing Trial Balance
Opening Balance	320,604.61		
Closing Balance		403,294.04	403,294.04
	<u>458,294.04</u>	<u>458,294.04</u>	

HASOCKS PARISH COUNCIL

Summary Bank Reconciliation Statement as at 20/07/2018
for Cashbook 1 - Current Bank A/C 2114

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Balances</u>
Current Bank A/C 2114	29/06/2018	£20,932.17
		£20,932.17
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>	
	-7099.35	£28,031.52
<u>Receipts not Banked/Cleared (Plus)</u>		
	£29,173.84	£22,074.49
	Balance per Cash Book is :-	£22,074.49
	Difference is :-	£0.00

20/07/2018

Hassocks Parish Council 2018/19

11:16

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	69,265.89	85,380.31	
Total Receipts / Payments	69,265.89	85,380.31	Closing Trial Balance
Opening Balance	38,188.91		
Closing Balance		22,074.49	22,074.49
	107,454.80	107,454.80	

Hassocks Parish Council 2018/19				
Current Bank A/C 2114				
List of Payments made between 01/07/2018 and 31/07/2018 (incl VAT)				
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/07/2018	Foster Landscapes Ltd	5774	£42.00	May Safety Inspection
01/07/2018	Quality Office Supplies	5780	£28.75	Office stationery
04/07/2018	Burgess Hill Town Council	5782	£60.65	Silver birch lift - raised bed
04/07/2018	Greenscene Landscapes	5783	£385.64	Hanging basket maint May/June
04/07/2018	Dowsettmayhew Planning	5784	£1,863.00	NP Consultancy
04/07/2018	Mark Mulberry	5785	£126.00	Payroll services April-June18
04/07/2018	Rob Eager- Rooted Gdn	5786	£375.00	Burial Ground Maint April-June
04/07/2018	DC Electrical Solutions	5787	£40.00	Pavilion additional PAT test
04/07/2018	SSALC Ltd	5788	£96.00	Chairs Networking Day
10/07/2018	Biffa Waste Services Ltd	5789	£498.30	Biffa Waste 26/5/18-29.6.18
30/07/2018	Bee Clean (Southern) Ltd	5790	£270.00	Pavilion Cleaning July 18
10/07/2018	Alexander Rose Ltd	5791	£676.80	Memorial Bench
10/07/2018	Foster Landscapes Ltd	5792	£3,045.30	Playpark safety repairs
20/07/2018	Total July Salaries	5793,94,95	£6,965.02	July 18 Salaries
20/07/2018		5796,97		
20/07/2018	HMRC/PAYE	5798	£2,088.58	July PAYE/NI
20/07/2018	WSCC Pension Fund	5799	£2,482.43	July 18 Pension Contributions
17/07/2018	Barcombe Landscapes Ltd	5800	£2,102.40	Adastra Park/Burial Grd Maint.
17/07/2018	Cuckfield Parish Council	5801	£102.86	2 X New Councillor Training
17/07/2018	W Pollard	5802	£50.00	Pavilion Hall Floor Repair
17/07/2018	Close Invoice Finance/TSS	5803	£114.66	Pavilion Legionella Test July
17/07/2018	Quality Office Supplies	5804	£20.45	Pavilion Cleaning Supplies
17/07/2018	Viking	5805	£170.88	Office Stationery
17/07/2018	G Jeffcott	5806	£40.00	repair to allotment gate
30/07/2018	West Sussex County Council	5807	£16,604.53	Street Lighting 17/18
19/07/2018	Water Choice	5808	£5.39	Bowling Green Water Supply
19/07/2018	G A Hinde Window Cleaning	5809	£160.00	P/O window cleaning
19/07/2018	KCS Professional Services	5810	£225.54	Photocopier contract
19/07/2018	Glasdon Uk Limited	5811	£45.58	Bin Liner Park Bin
25/07/2018	Foster Landscapes Ltd	5812	£42.00	July 18 Safety Inspections
05/07/2018	Barclays Bank	BARCLAYS	£33.95	Bank Charges 14.5-12.6.18
19/07/2018	British Gas	B.GAS D/D	£13.51	July D/D P/O Gas
16/07/2018	British Telecom	BT D/D	£237.88	BT D/D July 18
02/07/2018	edf energy	EDF D/D	£205.00	Pavilion electric D/D July
02/07/2018	edf energy	EDF D/D	£72.00	P/O Electric July D/D
02/07/2018	Mid Sussex District Council	MSDC D/D	£265.00	July Business Rates D/D
02/07/2018	Southeast water	S/EWAT	£17.00	Allotment Water D/D
	Total Payments		£39,572.10	
	Signed.....			
	Date.....			

HASSOCKS PARISH COUNCIL

Summary Bank Reconciliation Statement as at 13/08/2018
for Cashbook 1 - Current Bank A/C 2114

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Balances</u>
Current Bank A/C 2114	31/07/2018	£51,113.13
		£51,113.13
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>	
	-£19,547.21	£31,565.92
<u>Receipts not Banked/Cleared (Plus)</u>	£330.50	
		£31,896.42
	Balance per Cash Book is :-	£31,896.42
	Difference is :-	£0.00

13/08/2018

Hassocks Parish Council 2018/19

12:53

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	96,377.05	102,669.54	
Total Receipts / Payments	96,377.05	102,669.54	Closing Trial Balance
Opening Balance	38,188.91		
Closing Balance		31,896.42	31,896.42
	134,565.96	134,565.96	

13/08/2018

Hassocks Parish Council 2018/19

12:54

Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	137,689.43	80,000.00	
Total Receipts / Payments	137,689.43	80,000.00	Closing Trial Balance
Opening Balance	320,604.61		
Closing Balance		378,294.04	378,294.04
	<u>458,294.04</u>	<u>458,294.04</u>	

13/08/2018

Hassocks Parish Council 2018/19

12:54

Receipts and Payments Summary - Cashbook 3

Business Saver 3

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	0.04	0.00	
Total Receipts / Payments	0.04	0.00	Closing Trial Balance
Opening Balance	85.28		
Closing Balance		85.32	85.32
	<u>85.32</u>	<u>85.32</u>	

13/08/2018

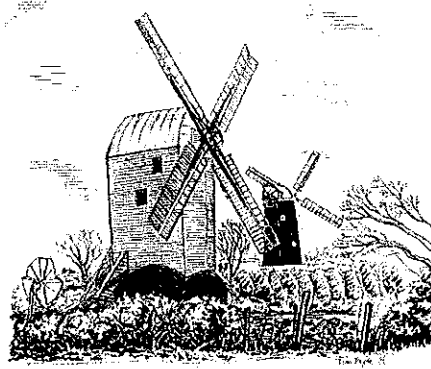
Hassocks Parish Council 2018/19

12:55

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		
Closing Balance		0.05	0.05
	<u>0.05</u>	<u>0.05</u>	



HASSECKS PARISH COUNCIL GRANTS PROCEDURE

The council will consider requests for grants and donations from the grants budget annually, normally at the September Council meeting. Notice will be given in Talk About in June that applications need to be in by the end of August.

To be considered, applications will have to be:

On behalf of organisations, and not individuals.

Local, or a local branch of a national organisation serving local needs.

For requests up to £100 a letter giving details of the organisation, and the purpose of the funding will be required.

For requests over £100 the following will be required:

Details of the organisation, membership etc.

An outline of the project the grant is requested for.

A budget showing the makeup of the total cost of the project, other funding sources, the amount being contributed by the applicant, and the contribution requested from the council Timescale of the project.

Who the project will benefit.

If the request is for ongoing funding rather than a single project, details of how the grant will be used in furthering the work of the organisation.

Organisations who receive funding of £500 or more from the council will be asked to report back within a year confirming how the money has been used. Grants are conditional on the funding being used for the stated purpose, and any grant unspent within a year must be returned.

Clerk

1

HASSOCKS PARISH COUNCIL GRANT APPLICATION 2018

Page 1 of 2

For grant applications of over £100

Name of organisation

St Catherine's Hospice

Contact name and address

Andy Perry
St Catherine's Hospice
Malthouse Road
Crawley
RH10 6BH

Contact telephone number

Contact email address

Purpose of the organisation

We're a local charity with a **big ambition**: to help everyone face death informed, supported and pain free.

We're there with expert hospice care, when and where needed. Our skilled teams are on hand to help people living with terminal illness in their homes, at our Day Hospice and on our wards.

Details of membership

We provide end of life care to adults living with a terminal illness in our referral area and support their loved ones.

Details of project for which grant is requested

Your grant will allow our nurses, doctors, therapists and counsellors to offer their expert care and support to people in their own homes. Our team will provide symptom control, help with independence, offer emotional and spiritual guidance and assist with welfare support.

As well as helping patients with symptom control, taking medication, caring for wounds and advising on skincare, our team will support the whole family by offering reassurance, advice and respite from the physical and emotional demands which they face.

Our team will:

- Allow patients to spend their final days as pain free, dignified and comfortable as possible
- Empower patients and loved ones to make decisions about their care and treatment
- Ensure the individual wishes of patients are met.



HASSOCKS PARISH COUNCIL GRANT APPLICATION 2017

Page 2 of 2

For grant applications of over £100

Budget:

Total cost of the project

£2,450, apportioned as per the typical number of patients from Hassocks receiving care.

Contribution by applicant

We will meet the remaining cost of providing this service in Hassocks from voluntary donations and fundraising activities, including our shop in Hassocks.

Details of any other funding

The hospice undertakes a broad range of fundraising activities, including a rolling programme of applications to charitable trusts and foundations, plus all parish and town councils in our catchment area.

Amount of grant requested from the Parish Council

£300

Timescale of the project

Ongoing.

Caring for people at home is an integral part of our service, with more than 80 per cent of patients receiving care at home.

Who the project will benefit

This service will benefit anybody from Hassocks who wishes to receive end of life care from the hospice in the familiar surroundings of their own home.

This includes offering emotional and spiritual support to family and friends.

If the grant request is for ongoing funding rather than a single project, give details of how the grant will be used in furthering the work of the organisation.

Our mission is to pioneer standards in expert support and care, for anyone facing death and bereavement.

Community nursing care is an integral part of our care services. We provide this daily between 8.00am and 8.00pm.

Your grant will help ensure that we can continue to make our services available to local people when life comes full circle.

A grant from the Councillors will help meet this and in so doing, helps us ensure no one faces death and loss alone.

22 AUG 2018

Mr I Cumberworth
Clerk to Hassocks Parish Council
Parish Centre, Adastra Park
Keymer Road
HASOCKS
BN6 8HQ

Victim Support
Unit 11 Riverside Business Centre
Brighton Road
Shoreham By Sea
West Sussex
BN43 6RE
sue.bartlett@victimsupport.org.uk

31st July 2018

Dear Mr Cumberworth

Supporting people in Sussex affected by crime.

Once again, I am writing to ask if Hassocks Council would consider making a contribution towards our essential work in supporting people in Sussex who have been affected by crime. Your last donation was put towards training new volunteers to work in Sussex, and I confirm there are volunteers allocated to support victims in your Parish.

The impact of crime



The impact of crime can be far reaching, not only to the victim but also their family, friends and the wider community. For example a Hate Crime can divide a local community and increase the fear of crime, making people feel unsafe where they live. The impact on a victim and their family can be huge affecting them financially, emotionally, physically and psychologically.

Victim Support - What we do

- We offer a free and confidential service to victims of crime, their family, friends and anyone else affected.
- We support people from all communities, whatever crime they have suffered, whenever it happened, even when they have felt unable to report it to the police.
- We give information, emotional support and practical help for as long as it takes for the victim(s) to find the strength to move on with their lives.
- We operate the Young Witness Service in Sussex. Without this service many offenders would not be brought to justice because the young witnesses would not feel able to give evidence without our support.

The Benefits for Local Communities

- Our diverse volunteer workforce, live and work locally.
- The high quality of our volunteers' training and the skills with which we equip them develops your communities and has a positive local impact beyond the criminal justice system.
- With their help victims of crime in Sussex are better able to recover and move on with their lives.

www.victimsupport.org.uk Supportline: 08 08 16 89 111  VictimSupport  @VictimSupport



COPING WITH THE
EFFECTS OF CRIME
TOGETHER



- Young witnesses can be more confident about giving evidence, helping to create a more effective justice system and a safer community and sense of well-being.
- We can help reduce the harm that crime does to people in Sussex.

What victims say about us

Here is just a small selection of the feedback we receive:

- "Victim Support genuinely care about you – this makes a huge difference because you feel your issues are important and will be dealt with."
- "Victim Support helped me from the moment I reported the crime to the police until I said I didn't need them anymore. They were there for me emotionally, answering all my questions, explaining every step of the way to me."
- "This is the biggest fight I've had to face, but we will get through it. I didn't have support like this when it happened to me when I was younger – I had no one to believe me. But Victim Support sticks by you – I thank them from the bottom of my heart."
- "Thank you to your Young Witness Service team for looking after me, without which a very stressful time would have been unbearable."
- "I had not received information before going to court and went in 'blind'. On the day, the Young Witness Service did an excellent job of making me feel prepared and more at ease about giving evidence. Thank you."

How your donation will be spent

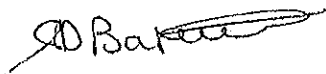
Every contribution to the work that we do can make a big difference. For example:

- £50 could pay for us to give 5 burglary victims information about securing their home in the future.
- £250 could help us to support 10 young victims of bullying and harassment.
- £500 could help meet the cost of 10 volunteer's expenses while they support a victim of domestic violence.
- £200 could assist us in giving support to a young witness before, during and after the trial.
- £500 could help us give ongoing support to a family recently bereaved due to a violent crime.
- £250 could pay for 15 volunteers to receive one day training on serious crime.

No matter how big or small your donation, it will make a real difference to us in our work with victims and young witnesses.

If you would like to read more about Victim Support you can find details on our website:
www.victimsupport.org.uk

Yours sincerely,



Sue Bartlett
Volunteer Administrator/Fundraiser – Sussex

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HASSOCKS PARISH COUNCIL GRANT APPLICATION 2017

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For grant applications of over £100

Name of organisation

St Peter & St James Hospice

Contact name and address

Amanda Hyatt
North Common Road
North Chailey
Lewes
East Sussex, BN8 4ED

Contact telephone number

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Contact email address

ahyatt@stpjhospice.org

Purpose of the organisation

We are the local hospice for Mid-Sussex, including Hassocks. We care for patients at the end of their lives in our 14 bed hospice and also offer support and bereavement counselling to families. We have a team of nurses who work in the community, coordinating care and support which enables people to remain living in their home, and if possible, die at home.

We also have a Wellbeing Centre at the hospice which offers a wide range of therapies and activities for patients, carers and people who have been bereaved. This service is particularly helpful for patients who are still living at home under the care of our community team. It provides a connection to our hospice, meaning they meet the staff and get used to coming here, so if they do ever come to stay, it is a less daunting prospect.

Details of membership

none

HASSOCKS PARISH COUNCIL GRANT APPLICATION 2017Page 2 of 2

Details of project for which
grant is requested

Last year Hassocks Parish Council made a grant of £250 towards our Outpatient Transport Service, which provides a door-to-door transport service to our Wellbeing Centre. We would like to ask the Parish Council to consider funding this project again.

Our hospice is in a beautiful, but rural, area with no public transport routes and many of our patients can no longer drive themselves. Hence we have a group of volunteer drivers who bring patients to the Wellbeing Centre. The drivers either use their own cars, for which we pay mileage, or drive our minibus which is equipped to take wheelchairs.

Attending the Wellbeing Centre gives people access to a wide range of activities and therapies, including art, music, yoga and aromatherapy, as well as peer support. It also provides a gentle introduction to the hospice, if patients do need to be admitted at some point, as well as providing a break for carers.

For grant applications of over £100

Budget:
Total cost of the project

£8,000 per annum. This equates to 17,777 volunteer miles a year (1,481 a month) at .45p a mile.

Contribution by applicant

We usually receive contributions from local Parish Councils totalling about 20% of the cost of patient transport. We then meet the unfunded element from the hospice's unrestricted income, which comes from donations and fundraising activities and activities.

Details of any other funding

In this financial year we have secured £750 to date, with £300 in pending applications and £1,100 future application value.

HASSOCKS PARISH COUNCIL GRANT APPLICATION 2017Page 3 of 3

Amount of grant requested from
the Parish Council

£250

Timescale of the project

April 2018-March 2019.

Who the project will benefit

People with a terminal illness under the care
of our hospice will benefit from the project.
Specifically, people who are being supported
by our community team to live at home.

If the grant request is for ongoing
funding rather than a single project,
give details of how the grant will be
used in furthering the work of the
organisation.

This is a discreet project within the hospice's
overall budget. We have an annual budget
for patient transport as it is vital in enabling
patients to attend the Wellbeing Centre.

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HASSOCKS PARISH COUNCIL GRANT APPLICATION

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For grant applications of up to £100

Name of organisation

West Sussex Mediation Service

Contact name and address

Nick Handley
Park House
North Street
HORSHAM
RH12 1RN

Contact telephone number

Contact email address

info@wsms.org.uk

Purpose of the organisation

"To prevent and resolve disputes between neighbours, within families and communities by providing advice, guidance and mediation services to people and organisations in West Sussex." We specialise in neighbour disputes and conflicts within families.

Details of amount requested
and the purpose of the funding

£100.
On average we help 8-10 families a year in your Parish who are suffering conflicts in their lives. These disputes invariably affect the wider community and cause demands on statutory services. We use trained and accredited LOCAL volunteer mediators, working in pairs, who visit clients in their homes and use local venues for the formal mediations. We rely on grant support from Town/Parish Councils to help us maintain our FREE services in the community. Last year such grants amounted to £3,200 across the County. Our last grant from Hassocks was in 2016. We have just had our 2nd busiest month on record. We helped 6 Hassocks families in 2017/18. We help make Hassocks a more peaceful place to live and change lives for the better. Each case costs our charity £480.

HASSOCKS PARISH COUNCIL GRANT APPLICATION 2017

Page 1 of 4

For grant applications of over £100

Name of organisation

4Sight Vision Support

Contact name and address

Anna Sherwood

Contact telephone number

Contact email address

anna.sherwood@4sight.org.uk or
ben.tinson@4sight.org.uk

Purpose of the organisation

To support people with
sight loss through help,
guidance and support so they
can live independently + have good wellbeing

Details of membership

1,800

Details of project for which
grant is requested

See attached letter.

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APPENDIX 3
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HASSOCKS PARISH COUNCIL GRANT APPLICATION 2017

Page 2 of 4

For grant applications of over £100

Budget:

Total cost of the project

There are 16 members in Hassocks
16 x £80 = £1,280

Contribution by applicant

N/A

Details of any other funding

We have raised £4,750
towards this project from
small funders / trusts

Amount of grant requested from
the Parish Council

£400

Timescale of the project

Till July 2019

Who the project will benefit

Anyone with sight loss in
Hassocks area.

If the grant request is for ongoing
funding rather than a single project,
give details of how the grant will be
used in furthering the work of the
organisation.

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27 JUL 2018

APPENDIX 3
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4Sight vision support



Bognor Regis
Vision Support Centre
Bradbury Centre,
36 Victoria Drive, Bognor Regis,
West Sussex PO21 2TE

17th July 2018

Dear Hassocks Parish Council

We have read with interest about your organisation and its support of social welfare and would like to gain your support to help change the lives of visually impaired people in West Sussex- for whom we are the first port of call for welfare services after sight loss diagnosis.

4Sight Vision Support now has 97 years credibility of delivering multidisciplinary services to support people in West Sussex after sight loss diagnosis, 85% are aged over 65 and suffer from age related sight loss. Our multidisciplinary approach includes (not exclusively); Ophthalmic nurse's welfare support service at point of diagnosis in local eye clinics, outreach low vision assessments, equipment and Resource Centres and a range of social activities and network groups run by its loyal volunteers across the county. Because of the geographical location of the County, many of our members have retired from the City to our County of West Sussex, which has the largest incidence of age related sight loss in the UK, with almost 31,000 severely sight impaired or partially sighted people in West Sussex.

We have many projects that we are seeking funding for but perhaps we could ask if you would perhaps consider supporting us to deliver a **free mobile Low Vision Assessment Service** especially into members' homes which is currently offered for a small charge. This has created a 'financial barrier to support' for our most vulnerable and often elderly visually impaired members who are no longer accessing this vital life changing service. We have recognised this through membership surveys and evaluation of the service delivery team through the year.

Until April 1st, 2017, 4Sight Vision Support only proactively communicated and supported 900 'members' (paying £10 each to access the services). A further 1600 were 'non-members' (had come to 4Sight Vision Support via other services we offer but were choosing to approach 4Sight Vision Support when further help was required and opting not to pay the £10 membership fee). The other beneficiaries we had seen, chose not to disclose contact details due to possible fees to join membership. As a result, these 'non-members' were slipping back into social isolation and are not in close communication with 4Sight Vision Support.

Because of a membership survey and user led AGM, 4Sight Vision Support made the executive decision to abolish the 'membership' fee and therefore remove any financial restriction to support offered by 4Sight Vision Support in a bid to make our much-needed services available to all and reach more people that need us. Immediately we saw the number of people we were helping increase.

Telephone: 01243 828555
Fax: 01243 838003
Email: enquiries@4sight.org.uk
www.4sight.org.uk

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Registered Office: 4Sight Vision Support,
36 Victoria Drive, Bognor Regis,
West Sussex PO21 2TE

Registered Company No. 3740647
Registered Charity No. 1075447

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We now can work proactively with over 2,500 beneficiaries and we envisage this number to increase with immediate effect of rolling out the non-fee membership. We were fortunate enough to be supported by funders and voluntary donations to reflect this change and raised the £9,000 that we were asking members to pay through the £10 membership.

The Mobile LVA and Outreach Project

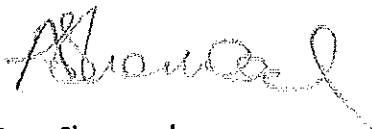
We now have taken the time to revisit our operational strategy based around delivery and demands on the Outreach and Low Vision Assessments (LVA's) service. At an Outreach visit some members require an LVA. This ensures a person is offered the correct level of magnification and more importantly how to use the low vision aid correctly. Low Vision Aids and magnifiers can be essential everyday tools for those living with sight loss. Using a variety of reading tools and techniques such as Steady Eye Strategy and Skills for Seeing, our qualified and professional Outreach Workers work to maximise remaining vision. Each assessment usually lasts approximately 1 hour and is tailor-made to meet the individual's needs.

However- because many members are unable to access the county Resources Centres for the LVA's, because of both sight loss and mobility issues, then the Outreach Workers must visit them in their homes or at outreach days in their locality and this then has an associated charge to it to help cover the costs of the travel and time spent delivering the mobile service. Although only a small charge of £30/£80 (Resource Centre LVA/Home Visit LVA), like the membership fee, it too has now become a financial barrier and we have noticed a decline in members requesting the LVA's and attending Outreach support sessions. The visits and assessments are one of the most important activities to undertake as getting the best use of remaining vision will affect the members whole life- safety at home, reading, lighting, cooking, socialising. We must work to reduce the financial barrier to this vital service. We would like to be able to offer these to any member who requires one.

Our project is scalable and the more funds we raise towards this the more people we can reach. The service also provides face to face opportunity to offer and sign post to a range of other multi-disciplinary services and support for the member, including a Low Vision Assessment if needed. We have raised £4,750 towards this from smalls Trust to date and seek to secure further funding to reach more people in need. A donation of £1,500 would support up to 25 home/outreach day LVA visits/assessments. We are grateful for any support towards this project which will have an immediate effect on our members.

We see our services reaching the highest demands in history over the next decade. Predicted prevalence in West Sussex, is that a further 18,507 people will have a form of severe or partial sight loss by 2020*. Our vision is for every visually impaired person in West Sussex to be aware of, access and experience 4Sight Vision Support's help so that we can change lives. If you would like to see some of our services first hand, we would like to take this opportunity to invite you to our resources centres to see how we deliver our services.

Yours sincerely



Anna Sherwood
Outreach and Development Officer
anna.sherwood@4Sight.org.uk

*WSCC Joint Strategic Needs Assessment – (Eye Health – 2013).

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APPENDIX 3
(13 of 18)

HASSOCKS PARISH COUNCIL GRANT APPLICATION 2017

Page 1 of 2

For grant applications of over £100

Name of organisation

Hassocks Community Speed Watch

Contact name and address

Alick Mighall

Contact telephone number

Contact email address

Purpose of the organisation

To monitor, report and raise awareness of speeding by motor vehicles in the village. More info available at <https://medium.com/@alickmighall/raising-awareness-of-speeding-in-hassocks-fb81b030325f>

Details of membership

None. The group does not raise or collect funds, so has no bank account. Is looking for the equipment to be owned by the village, and the group given exclusive use.

Details of project for which grant is requested

In order to allow Speed watch Group volunteers work and self-organise more effectively it would be a more practical option for us to have access to our own equipment within the village, as opposed the alternate option of having to book it out and collect it from Burgess Hill Police Station.

The required equipment is described by the overall Community Speedwatch Organising body as the 'Starter Kit 2' as contains all the equipment needed to measure speeding vehicles accurately and safely.

It includes :-

- 1 x Plastic container with:
- 2 x Large Hi-visibility long-sleeve vests
- 2 x Baseball Caps w/CSW Logo
- 1 x PocketRadar
- 1 x Tuning Fork
- 1 x Belt pouch for PocketRadar and Tuning Fork
- 2 x Certificates
- 1 x Tally counter

HASSOCKS PARISH COUNCIL GRANT APPLICATION 2017Page 2 of 2

For grant applications of over £100

Budget:

Total cost of the project

£443.40

Contribution by applicant

£0 at this stage

Details of any other funding

£0 at this stage

Amount of grant requested from
the Parish Council

£443.40

Timescale of the project

Starting Autumn 2018 and then on-going

Who the project will benefit

All road users of Hassocks, including pedestrians.

Hassocks Parish Council, in providing data on
road safety and speeding within the village.If the grant request is for ongoing
funding rather than a single project,
give details of how the grant will be
used in furthering the work of the
organisation.This request is for on-going funding. The
Speed Watch Group exists solely to monitor
the speed of vehicles in Hassocks, for which
it needs equipment to do so. It requires no
other funding beyond this.It would only ever require additional funding if
it wanted to run more monitoring groups. Or
if, in years to come, equipment needed
replacing.In advance of this application being submitted
the group already has 5 volunteers who have
completed training, with 2 to go through. 6
are required for Sussex Police to train us.

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Appendix 3
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HASSOCKS PARISH COUNCIL GRANT APPLICATION

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For grant applications of up to £100

Name of organisation

E Jeavans Associates (Ltd Company)
www.ejeavansassociates.co.uk

Contact name and address

Elizabeth Jeavans

Contact telephone number

Contact email address

liz@ejeavansassociates.co.uk

Purpose of the organisation

I run a small science communication consultancy that provides hands-on science activities for communities and young people such as: Hassocks Infants School – volunteer science workshops, Sussex Clubs for Young People (youth group sessions) in Burgess Hill and Haywards Heath.

Details of amount requested and the purpose of the funding

£96 grant. With your support, I would like to run a Parklands Rd science challenge - a science kit delivered to up to 15 Parklands Rd families with everything they need to complete a challenge taking place in the February half term. The 2019 challenge would see who could create the tallest spaghetti and marshmallow tower possible using a certain number of (raw) spaghetti strands and marshmallows. The kit will include instructions, rules and info on the science involved in the construction. This will involve children of all ages and provide a lively family activity in the (often) wet and cold half term. Pictures of the final towers will be sent to myself and can be judged (if appropriate) by a member of the Hassocks Parish Council. This will be a fun community activity with opportunities for publicity and dissemination. I will be volunteering my time on the project as this is something I would love to provide for my community. Costs cover printing and materials.

HASSOCKS PARISH COUNCIL GRANT APPLICATIONPage 1 of 1

For grant applications of up to £100

Name of organisation

Jack and Jill Playgroup

Contact name and address

Emma Croydon,

Contact telephone number

Contact email address

Manager.jandj@gmail.com

Purpose of the organisation

Jack and Jill is a charity playgroup run by a very dedicated team and a parent run committee. They provide early years childcare and education to local community children from 2 yrs to school age. They follow the Early Years guidelines in providing nurturing and stimulating care to young pre-schoolers to aid their physical, emotional and social development through play and exploration.

Details of amount requested
and the purpose of the funding

Amount - £85

The playgroup would like to purchase a wall mounted indoor number line to increase their maths equipment. It will support the children's learning and development around numbers and increase their maths language. It allows for group participation and activities.

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APPENDIX 3

(17 of 18)

HASSOCKS PARISH COUNCIL GRANT APPLICATION 2017

Page 1 of 2

For grant applications of over £100

Name of organisation

Royal British Legion

Contact name and address

Paul Kirkdale

Contact telephone number

Contact email address

claytonkeymer.secretary@rbl.community

Purpose of the organisation

The Royal British Legion (RBL), sometimes called The British Legion or The Legion, is a British charity providing financial, social and emotional support to members and veterans of the British Armed Forces, their families and dependants.

Details of membership

250,000 national members
230 local members

Details of project for which grant is requested

Expenses for Remembrance Day Parade on 11th November 2018

HASSOCKS PARISH COUNCIL GRANT APPLICATION 2017

Page 2 of 2

For grant applications of over £100

Budget:

Total cost of the project

£600 to cover costs incurred to organise the parade

Contribution by applicant

Zero

Details of any other funding

None

Amount of grant requested from the Parish Council

£600

Timescale of the project

11th November

Who the project will benefit

Local community, members and veterans of the British Armed Forces

If the grant request is for ongoing funding rather than a single project, give details of how the grant will be used in furthering the work of the organisation.

Single Project