

## 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

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A meeting of the POLICY, RESOURCES and COMMUNICATIONS COMMITTEE will be held on Tuesday 16 October 2018 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Ian Cumberworth  
Parish Clerk  
10 October 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 17<sup>th</sup> July 2018 (previously Circulated).

#### 4. PUBLIC PARTICIPATION

#### 5. CLERK'S REPORTS

5.1 **FINANCIAL ACCOUNTS – Budget** - This report sets out the summary budget position as per the RBS accounting system as at 8th October 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
6	transfer to/from Ear Marked Reserves (EMR)

5.2 **Policy Resources & Communications budget initiatives 2019/20** – Members are requested to consider potential initiatives they would like to see funded in the next financial year (2019/20). In considering options members should have regard for our current allocated Earmarked Reserves and our priorities set out within the Business Plan. This would then enable these initiatives to be considered as part of the forthcoming budget setting process.

**5.3 INVESTMENT POLICY** – (Appendix 2) sets out the draft policy detailing how the Council propose to manage its banking/Investments portfolio. This will provide the Council with the governance framework to oversee its finances and to manage its financial exposure and enable the Council to consider its banking/investment options.

**5.4 COMMUNICATIONS** – The Communication Policy was reviewed earlier this year by Policy Resources & Communications Committee (April 2018) (PR17/55.5) the policy sets out the framework for Communications (Appendix 3).

As part of the Communications strategy members are requested to consider a number of items emanating from this document including:-

- Review of communication this year.
- Acoustics within the Council chamber
- Business Plan Communication

Members views are sought on these specific elements.

**5.5 PARISH ANNUAL MEETING** – Members are requested to identify options as to whether they wish to review the current format of the Annual Meeting for 2018/19 or retain the current format.

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

**7. DATE OF NEXT MEETING** 20 November 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.

**8. STAFFING MATTERS (verbal update)**

**8.1 Pension – Internal Dispute Resolution Procedure (IDRP)** – WSCC have advised the Council that we are required to have a IDRP policy in place to enable any of our pension members to raise issues. (Appendix 4) sets out the proposed policy and is based on a model document. Members are requested to consider the document and determine whether they are content with the proposed policy.

#### **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 08/10/2018

Cost Centre Report

	1	2	3		4	5	6
	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	40,985	85,000	44,015		44,015	48.2%	
4010 Salaries - Office Cleaning	624	1,224	600		600	51.0%	
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	12,570	26,500	13,930		13,930	47.4%	
4045 Pension Costs	14,928	29,000	14,072		14,072	51.5%	
4050 Staff Expenses	0	300	300		300	0.0%	
4055 Training Staff	250	3,000	2,750		2,750	8.3%	
4070 Payroll	210	525	315		315	40.0%	
Staff :- Indirect Expenditure	69,863	148,699	78,836	0	78,836	47.0%	0
Movement to/(from) Gen Reserve	(69,863)						
<u>110 Administration</u>							
1076 Precept	137,505	275,009	137,504			50.0%	
1090 Bank Interest	214	60	(154)			356.3%	
Administration :- Income	137,719	275,069	137,350			50.1%	0
4060 Subscriptions	2,274	2,750	476		476	82.7%	
4065 Communications/Publications	18	3,000	2,982		2,982	0.6%	
4075 Hospitality	19	100	81		81	18.7%	
4100 Rates	1,530	4,000	2,470		2,470	38.3%	
4120 Web-site & IT Support	1,240	2,250	1,010		1,010	55.1%	
4130 Telephone	622	1,500	878		878	41.5%	
4135 Stationery & Office Supplies	1,342	2,250	908		908	59.7%	
4140 Insurance	3,001	4,750	1,749		1,749	63.2%	
4145 Audit Fees	(617)	1,300	1,917		1,917	(47.4%)	
<del>4150</del> 4150 Professional Fees	0	4,000	4,000		4,000	0.0%	
4155 PWLB	3,634	8,670	5,036		5,036	41.9%	
4160 Bank Charges	195	400	205		205	48.8%	
4420 Grounds Supplies	6	0	(6)		(6)	0.0%	
Administration :- Indirect Expenditure	13,264	34,970	21,706	0	21,706	37.9%	0
Movement to/(from) Gen Reserve	124,454						
<u>120 Civic</u>							
4200 Chairman's Allowance	32	600	568		568	5.3%	
4205 Training - Councillors	306	600	294		294	51.0%	
4210 Members Allowances	0	150	150		150	0.0%	
4215 Elections	0	1,000	1,000		1,000	0.0%	
Civic :- Indirect Expenditure	338	2,350	2,012	0	2,012	14.4%	0
Movement to/(from) Gen Reserve	(338)						

## Detailed Income &amp; Expenditure by Budget Heading 08/10/2018

## Cost Centre Report

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Grants</u>							
4250 S137 Grants/Expenditure	1,735	2,950	1,215		1,215	58.8%	
Grants :- Indirect Expenditure	1,735	2,950	1,215	0	1,215	58.8%	0
Movement to/(from) Gen Reserve	(1,735)						
<u>140 Allotments</u>							
1000 Allotment Income	35	1,450	1,415			2.4%	
Allotments :- Income	35	1,450	1,415			2.4%	0
4110 Repairs & Renewals	115	500	385		385	23.0%	
4300 Water	70	150	80		80	46.7%	
4305 HAHA Funding	0	200	200		200	0.0%	
4710 Grounds Projects	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	185	1,350	1,165	0	1,165	13.7%	0
Movement to/(from) Gen Reserve	(150)						
<u>150 Burial Grounds</u>							
1020 Burial Fees	822	4,000	3,178			20.6%	
Burial Grounds :- Income	822	4,000	3,178			20.6%	0
4110 Repairs & Renewals	572	1,250	678		678	45.8%	
4300 Water	71	150	79		79	47.5%	
4415 Grounds Maintenance Contracts	1,602	2,600	998		998	61.6%	
Burial Grounds :- Indirect Expenditure	2,245	4,000	1,755	0	1,755	56.1%	0
Movement to/(from) Gen Reserve	(1,423)						
<u>160 Parish Centre/Garage</u>							
4105 Utilities	540	1,900	1,360		1,360	28.4%	
4110 Repairs & Renewals	282	500	218		218	56.4%	
4125 Equip incl Comp/Photocopier	378	1,000	622		622	37.8%	
4300 Water	104	250	146		146	41.6%	
4410 Building Maintenance Contracts	606	3,500	2,894		2,894	17.3%	
4700 Grounds Machinery&Equip	0	1,000	1,000		1,000	0.0%	
Parish Centre/Garage :- Indirect Expenditure	1,909	8,150	6,241	0	6,241	23.4%	0
Movement to/(from) Gen Reserve	(1,909)						
<u>170 Adastra Pavilion</u>							
1040 Adastra Park Income	1,294	3,750	2,456			34.5%	
Adastra Pavilion :- Income	1,294	3,750	2,456			34.5%	0

Detailed Income & Expenditure by Budget Heading 08/10/2018

Cost Centre Report

	1	2	3	4	5	6	
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4105 Utilities	1,069	2,850	1,781		1,781	37.5%	
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	178	500	322		322	35.5%	
4410 Building Maintenance Contracts	2,643	5,000	2,357		2,357	52.9%	
4420 Grounds Supplies	114	350	236		236	32.5%	
<b>Adastra Pavilion :- Indirect Expenditure</b>	<b>4,231</b>	<b>11,700</b>	<b>7,469</b>	<b>0</b>	<b>7,469</b>	<b>36.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,937)</b>						
<b>180 Adastra Park Grounds</b>							
1040 Adastra Park Income	2,284	7,500	5,216			30.4%	
<b>Adastra Park Grounds :- Income</b>	<b>2,284</b>	<b>7,500</b>	<b>5,216</b>			<b>30.4%</b>	<b>0</b>
4110 Repairs & Renewals	10	2,000	1,990		1,990	0.5%	
4415 Grounds Maintenance Contracts	2,986	6,250	3,264		3,264	47.8%	
4420 Grounds Supplies	785	1,500	715		715	52.3%	
4430 Adastra Park Masterplan	60	0	(60)		(60)	0.0%	60
4650 Biffa Waste	1,675	2,500	825		825	67.0%	
4655 Tree Maintenance	100	2,250	2,150		2,150	4.4%	
4710 Grounds Projects	4,930	0	(4,930)		(4,930)	0.0%	
<b>Adastra Park Grounds :- Indirect Expenditure</b>	<b>10,546</b>	<b>14,500</b>	<b>3,954</b>	<b>0</b>	<b>3,954</b>	<b>72.7%</b>	<b>60</b>
<b>Net Income over Expenditure</b>	<b>(8,263)</b>	<b>(7,000)</b>	<b>1,263</b>				
6000 plus Transfer From EMR	60						
<b>Movement to/(from) Gen Reserve</b>	<b>(8,202)</b>						
<b>181 Adastra Play Equipment</b>							
4110 Repairs & Renewals	0	1,000	1,000		1,000	0.0%	
4415 Grounds Maintenance Contracts	105	500	395		395	21.0%	
<b>Adastra Play Equipment :- Indirect Expenditure</b>	<b>105</b>	<b>1,500</b>	<b>1,395</b>	<b>0</b>	<b>1,395</b>	<b>7.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(105)</b>						
<b>182 Adastra Skatepark</b>							
4110 Repairs & Renewals	0	300	300		300	0.0%	
<b>Adastra Skatepark :- Indirect Expenditure</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>						

## Detailed Income &amp; Expenditure by Budget Heading 08/10/2018

## Cost Centre Report

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Actual Year      Current      Variance      Committed      Funds      % Spent      Transfer  
To Date      Annual Bud      Annual Total      Expenditure      Available           to/from EMR

183 Adastra Tennis Courts

1040 Adastra Park Income	1,615	2,000	385			80.7%	
Adastra Tennis Courts :- Income	<u>1,615</u>	<u>2,000</u>	<u>385</u>			<u>80.7%</u>	<u>0</u>
4110 Repairs & Renewals	0	225	225		225	0.0%	
4420 Grounds Supplies	0	250	250		250	0.0%	
Adastra Tennis Courts :- Indirect Expenditure	<u>0</u>	<u>475</u>	<u>475</u>	<u>0</u>	<u>475</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>1,615</u>						

190 Bowling Green

1040 Adastra Park Income	3,282	4,300	1,018			76.3%	
Bowling Green :- Income	<u>3,282</u>	<u>4,300</u>	<u>1,018</u>			<u>76.3%</u>	<u>0</u>
4110 Repairs & Renewals	0	2,500	2,500		2,500	0.0%	
4300 Water	40	0	(40)		(40)	0.0%	
Bowling Green :- Indirect Expenditure	<u>40</u>	<u>2,500</u>	<u>2,460</u>	<u>0</u>	<u>2,460</u>	<u>1.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>3,242</u>						

200 Parklands Copse

4655 Tree Maintenance	0	600	600		600	0.0%	
Parklands Copse :- Indirect Expenditure	<u>0</u>	<u>600</u>	<u>600</u>	<u>0</u>	<u>600</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>						

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	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>						

220 Street Scene

1030 Memorial Bench donations	650	0	(650)			0.0%	
Street Scene :- Income	<u>650</u>	<u>0</u>	<u>(650)</u>				<u>0</u>
4515 S137/Mobile Refuse Collection	0	3,000	3,000		3,000	0.0%	
4520 Floral Displays	1,885	3,000	1,115		1,115	62.8%	
4525 Finger Post Maintenance	0	200	200		200	0.0%	
* 4530 Bus Shelter Maintenance	719	500	(219)		(219)	143.9%	
4535 Seats	629	750	121		121	83.9%	
4545 Litter Bins	129	1,100	971		971	11.7%	

## Detailed Income &amp; Expenditure by Budget Heading 08/10/2018

		Cost Centre Report						
		1	2	3	4	5	6	
		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	51	100	49		49	50.8%	
4665	Dog Bins & Maintnce Contract	0	3,150	3,150		3,150	0.0%	
	Street Scene :- Indirect Expenditure	<u>3,413</u>	<u>16,300</u>	<u>12,887</u>	<u>0</u>	<u>12,887</u>	<u>20.9%</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(2,763)</u>						
<u>230 Street Lighting</u>								
4110	Repairs & Renewals	(245)	11,500	11,745		11,745	(2.1%)	
4600	WSCC Energy	82	4,500	4,418		4,418	1.8%	
	Street Lighting :- Indirect Expenditure	<u>(163)</u>	<u>16,000</u>	<u>16,163</u>	<u>0</u>	<u>16,163</u>	<u>(1.0%)</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>163</u>						
<u>240 Environmental Improvements</u>								
1050	Street Tree Fund	82	0	(82)			0.0%	82
	Environmental Improvements :- Income	<u>82</u>	<u>0</u>	<u>(82)</u>				<u>82</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	<u>3,150</u>	<u>6,450</u>	<u>3,300</u>	<u>0</u>	<u>3,300</u>	<u>48.8%</u>	<u>3,150</u>
	Net Income over Expenditure	<u>(3,068)</u>	<u>(6,450)</u>	<u>(3,382)</u>				
6000	plus Transfer From EMR	3,150						
6001	less Transfer To EMR	82						
	Movement to/(from) Gen Reserve	<u>0</u>						
<u>260 Neighbourhood Plan</u>								
4800	Neighbourhood Plan	2,496	20,000	17,505		17,505	12.5%	
	Neighbourhood Plan :- Indirect Expenditure	<u>2,496</u>	<u>20,000</u>	<u>17,505</u>	<u>0</u>	<u>17,505</u>	<u>12.5%</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(2,496)</u>						
<u>270 Parking Discs</u>								
1060	Parking Disc Income	467	775	308			60.3%	
	Parking Discs :- Income	<u>467</u>	<u>775</u>	<u>308</u>			<u>60.3%</u>	<u>0</u>
4540	Parking Discs	800	500	(300)		(300)	160.0%	
	Parking Discs :- Indirect Expenditure	<u>800</u>	<u>500</u>	<u>(300)</u>	<u>0</u>	<u>(300)</u>	<u>160.0%</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(333)</u>						

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## Detailed Income &amp; Expenditure by Budget Heading 08/10/2018

## Cost Centre Report

	1	2	3		4	5	6
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>280 Christmas Lights</u>							
4255 Christmas Lights	0	3,250	3,250		3,250	0.0%	
Christmas Lights :- Indirect Expenditure	<u>0</u>	<u>3,250</u>	<u>3,250</u>	<u>0</u>	<u>3,250</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>						
Grand Totals:- Income	148,249	298,844	150,595			49.6%	
Expenditure	114,157	298,544	184,387	0	184,387	38.2%	
Net Income over Expenditure	<u>34,092</u>	<u>300</u>	<u>(33,792)</u>				
plus Transfer From EMR	3,210						
less Transfer To EMR	82						
Movement to/(from) Gen Reserve	<u>37,220</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.

REF

Policy

**To be reviewed 6 months from date of implementation**

The aims of the Communications policy are to engage with the community, through publicising information about the work of the PC, by consulting with the community on appropriate issues, to encourage the public to be involved in supporting the greater good of the community and to raise the profile of the role of the PC. This policy will be implemented in consultation and collaboration with the Clerk or.

**ALL COMMUNICATIONS, WRITTEN OR OTHERWISE, WILL HAVE A DIRECT LINK TO THE WORK OF THE COMMITTEES, WORKING GROUPS OR EVENTS AT WHICH THE PC HAS A REPRESENTATIVE. THERE MAY ALSO BE LINKS TO INFORMATION AND ACTIVITIES OF THE DISTRICT AND COUNTY COUNCILS. ALL OF THIS WILL GIVE CLARITY AS TO WHAT SHOULD BE EXCLUDED.**

**WE NEED TO CLEARLY DEFINE THE PURPOSE OF EACH COMMUNICATION BECAUSE THAT WILL DETERMINE THE MEANS WE USE TO COMMUNICATE IT.**

**FOR EXAMPLE, THE PURPOSE OF A COMMUNICATION MAY BE TO:**

- **INFORM EG. HPC ACTIVITIES**
- **CONSULT EG. PARKING STRATEGY**
- **ENCOURAGE PARTICIPATION EG. ECONOMIC GROUP, YOUTH GROUP**

INCLUSIVITY

Although official minutes of all meetings are in the public domain and will be on the website, content and news items using other media will be in plain language and in accordance with good practice within the Equalities Act 2010.

For example written communication, including posters and flyers must be accessible to those who are sight –impaired. All presentations and public consultations must be accessible

RESPONSIBILITIES

The clerk or assistant clerk will be responsible for communications and PR in collaboration with various councillors as below. S/he will be the office contact for implementation.

Final editing of the communication will be a collaboration between the Clerk and the Chairperson. Any requests for a radio, TV interview or press release should be referred immediately to the Chair of the PC and the Clerk. Advice on how to respond should be sought from the Clerk. The Chair and Clerk will decide which councillor should give an interview if it is to be neither of them.

## Procedure with various types of communication

### A) News and information relating to projects and specific target groups

Lead Councillors for working groups, or projects focused on various sections of the community, will provide copy for the Clerk who will agree appropriate means of communication. Responsibility for editing and oversight will be the Clerk's. The Chair of the relevant committee should be copied in at the outset.

### B) Consultation events

Public consultation with the community will require criteria to be decided by appropriate committee with the advice of the clerk. These will include presentations, events and exhibitions.

### C) Partner Organisations

Links to or information from Mid Sussex District Council or West Sussex County Council that we have been asked to publicise.

### How

Information giving to the public will be through the following means:

\*The Council's website and Facebook. Facebook will be used as a notice board and link to the website articles and news only and will have no capacity for responses from the PC. Minutes and agendas are all parts of news updates.

(\*Twitter to be used as a link only to direct users to the Council's website articles or news. There will be no capacity for responses from the PC and the facility can be disabled and enabled as appropriate. Minutes and agendas are all part of news updates)

\*Electronic newsletters to Subscribers signed up to receive Information from the PC. For example 'Mailchimp'

\*Hard copy print in local magazines and / or other literature.

All the above will be subject to the workload of the Clerk and office staff and so will be kept under review and also the capabilities of the website to be kept under review

Reviewed by Policy Communications & Resources Committee 18<sup>th</sup> April 2018 (PRC17/55) amended.