

HASSOCKS PARISH COUNCIL

Minutes of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE** meeting held on **Tuesday 15 January 2019 at 7.30 pm**

Attendees: Parish Councillors: Frances Gaudencio (Chair), Judith Foot, Sue Hatton, Peter Gibbons and Kate Bailey

Clerk: Ian Cumberworth

PRC18/34 APOLOGIES: none.

PRC18/35 DISCLOSURE OF INTERESTS: None declared.

PRC18/36 MINUTES

The Minutes of the Meeting held on 20th November 2018 as previously circulated were accepted.

PRC18/37 PUBLIC PARTICIPATION.

There were no members of the public present.

PRC18/38 CLERKS REPORT

38.1 Assets of Community Value /Community Right to Bid. The Clerk introduced two short videos <https://mycommunity.org.uk/resources/inquisitive-penguin-explains-assets-of-community-value/> that provide an overview of what an ACV is and the process required to be followed for a Community Right to Bid. In addition, handouts were provided to Members covering the content covered in the videos. To provide some context on the number of Assets of Community Value (ACV) members viewed Mid Sussex District Councils web pages relating to assets currently identified as ACV's within the district <https://www.midsussex.gov.uk/licensing-business/assets-of-community-value/>

Members discussed the content of the videos and the detailed cases set out on MSDC website which listed those assets that had been successfully categorised as an ACV and those that were unsuccessful. In most cases the accepted ACV related to Public Houses which had been nominated by either Parish Councils or other qualifying organisations/groups. Members discussed the types of assets that could be considered to meet the criteria of an ACV and agreed that some thought would be given to identifying sites which may merit consideration at some future point. It was also reaffirmed that other groups are able to identify potential sites provided they meet the appropriate criteria. Members thanked the Clerk for providing the video footage to build on Members existing understanding on ACV's and the processes surrounding these. The Clerk agreed to review the Councils Standing orders to establish whether they currently enable the Council to consider the option of ACV and the Community Right to Bid

38.2 Business Plan – Members sought clarification on the position regarding publication of the document. It was confirmed that subject to minor amendment the document will be made available to members and uploaded onto the Councils website by the end of January.

38.3 Communications/Promotions – Cllr Gaudencio introduced this item to discuss the current framework in place to oversee communications and how the mechanism was working in practice and whether recent communications have been compliant with the current protocol. Members discussed in detail a number of Communication initiatives that had occurred since the last Policy Resources & Communications Committee and some of the challenges that had been experienced in complying with the existing process. It was confirmed that although Communications had been reviewed and agreed in principle by the Clerk there had been some occasions where they had been issued in the name of a named Member. Members were reminded that at its last PR&C meeting it was agreed to amend the protocol so that press releases /Communication would go out in the Clerks name.

One of the main challenges in complying fully with the policy has been the timing of some of the communications arrangements in that some of the publications utilised require a very early submission to enable an item to appear in a future publication. Members felt that we could be smarter in planning some of the Communications by identifying items in advance that are likely to generate/require a press release therefore these can be planned better in advance taking into consideration any publication deadlines and the requirement to comply with the Communications Policy.

Members discussed the merits of widening the audience of Members to comment on press/communications prior to their release. The consensus was that from an operational perspective that it would be preferable for the current arrangement to apply where it is required to be agreed by the Chair and the Clerk before release.

Members agreed that details of future items likely to generate press/communication releases should be flagged up at each PR & C meeting to improve forward planning in respect of communications to enable the relevant members/groups to be involved. Members also discussed the use of additional posters to promote the Neighbourhood Plan consultation, the Clerk undertook to arrange this.

Two areas were highlighted that would need to be considered regarding communication in the near future firstly the communication of the outcome and award of the skate park contract and secondly the Elections in May. It was agreed that the Clerk and the Chair would liaise to raise the promotion of the forthcoming elections and the sub group overseeing the park project could draft a release for the skate park project.

38.4 Earmarked Reserves – The Clerk introduced a report indicating that full council had agreed to transfer a further £45,000 from General reserves to support the Councils priority projects. Details of the existing Earmarked Reserve projects were circulated to Members and members were requested to consider these and any other areas they would like to see supported. Members went through each of the current allocations in turn and considered what schemes the Policy & Resources Committee would wish to see funded.

Potential areas considered included to review the viability of improved lighting and CCTV within the park, improving the acoustics within the Council Chamber.

After careful consideration Members suggested that the following allocations should be considered although some of the areas suggested did not directly fall within the remit of the PR & C Committee: PR & C members proposed that the following suggestions should be considered:

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| Masterplan Park scheme | £22,500 |
| Burial Ground | £ 1,100 |
| Repairs & Renewal Fund | £ 6,000 |
| Parish Centre acoustics | £ 3,000 |
| Public Rights of Way improvements | £ 6,000 |

Therefore, of the £45,000 available to be allocated the Committee had identified potential allocations of up to £38,600. It was indicated that proposals will also be sought from Grounds & Environment committee which will then be consolidated and taken to full council for final approval.

- 38.5 Annual Parish Meeting** – Cllr Gaudencio introduced this item with Cllr Foot setting out some suggested approaches on how the meeting could be organised this year to raise the profile of the work of the Council and its partners. The Clerk indicated that due to the elections being scheduled on the 2nd May this year the National Association of Local Councils (NALC) recommend that in election years this meeting should not be held prior to the election. The meeting date for the Annual Council meeting where the Council elects the Chair / Vice Chair and members to individual Committees is scheduled for the 14th May 2019. Therefore, it is suggested that Members work towards holding the Annual Parish meeting event between the 15th May and the 1st of June. The meeting should be less formal than the annual Council meeting and the earliest time the meeting should commence is 6pm. Members agreed to continue to undertake further preparations and agree a date to enable the necessary bookings to work towards finalising the final format of the event.

PRC18/39 Urgent Matters None

PRC18/40 DATE OF NEXT MEETING. 19 February 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.

CONFIDENTIAL MATTERS

PRC18/41 **Vacancy** - no final decision has been made at this point on the level or type of resource required. At present the day to day customer facing work is being managed effectively within the existing resources.

The Clerk indicated that in light of the recent level of projects he had accumulated a balance of additional hours and had limited capacity to take on additional projects at this time.

The Clerk indicated that he will be attending training on elections in February.

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