

HASSOCKS PARISH COUNCIL

To: All Members of the Policy, Resources and Communications Committee (Kate Bailey, Georgia Cheshire, Judith Foot, Frances Gaudencio, Peter Gibbons, Sue Hatton, Ian Weir and) with copies to all other Councillors for information

A meeting of the POLICY, RESOURCES and COMMUNICATIONS COMMITTEE will be held on Tuesday 19 February 2019 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Ian Cumberworth
Parish Clerk
14 February 2019

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 15th January 2019 (previously Circulated).

4. PUBLIC PARTICIPATION

5. CLERK'S REPORTS

5.1 Annual Parish Meeting (verbal update)

5.2 Communications/Promotions (verbal update)

5.3 **FINANCIAL ACCOUNTS – Budget** - This report sets out the summary budget position as per the RBS accounting system as at 11th February 2019 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

- 5.4 Training - Staff and members.** On 22nd May 2018 Policy Resources & Communications considered the SSALC annual training programme. This is to advise members that the following training sessions have been attended by either officers or members.

Members – Chairs Networking (1) WSALC (1) Allotments (1) Cemeteries (1) and Member Awareness training (2)
Staff- Elections (1)

Social media training was also booked earlier in the year for 2 staff but was subsequently cancelled by organisers.

5.5 Chamber Acoustics (verbal update)

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

7. DATE OF NEXT MEETING

19th March 2019

EXCLUSION OF PUBLIC AND PRESS

In the event that any confidential business may be transacted, members of the public or press will be requested to withdraw from the meeting.

8. **Staffing Matters** (verbal update)

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.

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Detailed Income & Expenditure by Budget Heading 11/02/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Staff							
4000 Salaries - All Staff	64,297	85,000	20,703		20,703	75.6%	
4010 Salaries - Office Cleaning	1,056	1,224	168		168	86.3%	
4030 Salaries - Casual Staff	160	1,000	840		840	16.0%	
4035 Salaries - Extra Time	934	2,150	1,216		1,216	43.5%	
4040 PAYE/NI	20,602	26,500	5,898		5,898	77.7%	
4045 Pension Costs	23,796	29,000	5,204		5,204	82.1%	
4050 Staff Expenses	25	300	275		275	8.5%	
4055 Training Staff	310	3,000	2,690		2,690	10.3%	
4070 Payroll	315	525	210		210	60.0%	
Staff :- Indirect Expenditure	111,496	148,699	37,203	0	37,203	75.0%	0
Movement to/(from) Gen Reserve	(111,496)						
110 Administration							
1076 Precept	275,009	275,009	0			100.0%	
1090 Bank Interest	801	60	(741)			1334.9%	
Administration :- Income	275,810	275,069	(741)			100.3%	0
4060 Subscriptions	2,310	2,750	440		440	84.0%	
4065 Communications/Publications	526	3,000	2,474		2,474	17.5%	
4075 Hospitality	95	100	5		5	94.8%	
4100 Rates	2,650	4,000	1,350		1,350	66.3%	
4120 Web-site & IT Support	1,445	2,250	805		805	64.2%	
4130 Telephone	1,051	1,500	449		449	70.1%	
4135 Stationery & Office Supplies	1,559	2,250	691		691	69.3%	
4140 Insurance	3,001	4,750	1,749		1,749	63.2%	
4145 Audit Fees	343	1,300	957		957	26.4%	
4150 Professional Fees	0	4,000	4,000		4,000	0.0%	
4155 PWLB	5,861	8,670	2,809		2,809	67.6%	
4160 Bank Charges	308	400	92		92	77.1%	
4420 Grounds Supplies	6	0	(6)		(6)	0.0%	
Administration :- Indirect Expenditure	19,154	34,970	15,816	0	15,816	54.8%	0
Movement to/(from) Gen Reserve	256,656						
120 Civic							
4200 Chairman's Allowance	620	600	(20)		(20)	103.4%	
4205 Training - Councillors	351	600	249		249	58.5%	
4210 Members Allowances	39	150	111		111	26.3%	
4215 Elections	0	1,000	1,000		1,000	0.0%	
Civic :- Indirect Expenditure	1,011	2,350	1,339	0	1,339	43.0%	0
Movement to/(from) Gen Reserve	(1,011)						

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Detailed Income & Expenditure by Budget Heading 11/02/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Grants							
4250 S137 Grants/Expenditure	2,415	2,950	535		535	81.9%	
Grants :- Indirect Expenditure	<u>2,415</u>	<u>2,950</u>	<u>535</u>	<u>0</u>	<u>535</u>	<u>81.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,415)</u>						
140 Allotments							
1000 Allotment Income	1,418	1,450	33			97.8%	
Allotments :- Income	<u>1,418</u>	<u>1,450</u>	<u>33</u>			<u>97.8%</u>	<u>0</u>
4110 Repairs & Renewals	115	500	385		385	23.0%	
4300 Water	73	150	77		77	48.7%	
4305 HAHA Funding	200	200	0		0	100.0%	
4710 Grounds Projects	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	<u>388</u>	<u>1,350</u>	<u>962</u>	<u>0</u>	<u>962</u>	<u>28.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>1,030</u>						
150 Burial Grounds							
1020 Burial Fees	1,464	4,000	2,536			36.6%	
Burial Grounds :- Income	<u>1,464</u>	<u>4,000</u>	<u>2,536</u>			<u>36.6%</u>	<u>0</u>
4110 Repairs & Renewals	1,193	1,250	57		57	95.4%	600
4300 Water	160	150	(10)		(10)	106.7%	
4415 Grounds Maintenance Contracts	2,429	2,600	171		171	93.4%	
Burial Grounds :- Indirect Expenditure	<u>3,782</u>	<u>4,000</u>	<u>218</u>	<u>0</u>	<u>218</u>	<u>94.5%</u>	<u>600</u>
Net Income over Expenditure	<u>(2,318)</u>	<u>0</u>	<u>2,318</u>				
6000 plus Transfer From EMR	600						
Movement to/(from) Gen Reserve	<u>(1,718)</u>						
160 Parish Centre/Garage							
4105 Utilities	874	1,900	1,026		1,026	46.0%	
4110 Repairs & Renewals	4,663	500	(4,163)		(4,163)	932.6%	4,215
4125 Equip incl Comp/Photocopier	728	1,000	272		272	72.8%	
4300 Water	157	250	93		93	63.0%	
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	<u>7,029</u>	<u>8,150</u>	<u>1,121</u>	<u>0</u>	<u>1,121</u>	<u>86.2%</u>	<u>4,215</u>
6000 plus Transfer From EMR	4,215						
Movement to/(from) Gen Reserve	<u>(2,814)</u>						

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
170 Adastra Pavilion							
1040 Adastra Park Income	2,987	3,750	764			79.6%	
Adastra Pavilion :- Income	<u>2,987</u>	<u>3,750</u>	<u>764</u>			<u>79.6%</u>	<u>0</u>
4105 Utilities	1,789	2,850	1,061		1,061	62.8%	
4110 Repairs & Renewals	1,191	1,750	559		559	68.1%	
4115 Fixtures & Fittings	0	500	500		500	0.0%	
4125 Equip incl Comp/Photocopier	0	750	750		750	0.0%	
4300 Water	279	500	221		221	55.8%	
4410 Building Maintenance Contracts	4,010	5,000	990		990	80.2%	
4420 Grounds Supplies	169	350	181		181	48.3%	
Adastra Pavilion :- Indirect Expenditure	<u>7,438</u>	<u>11,700</u>	<u>4,262</u>	<u>0</u>	<u>4,262</u>	<u>63.6%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(4,452)</u>						
180 Adastra Park Grounds							
1040 Adastra Park Income	5,721	7,500	1,779			76.3%	
Adastra Park Grounds :- Income	<u>5,721</u>	<u>7,500</u>	<u>1,779</u>			<u>76.3%</u>	<u>0</u>
4110 Repairs & Renewals	87	2,000	1,913		1,913	4.4%	
4415 Grounds Maintenance Contracts	4,500	6,250	1,751		1,751	72.0%	
4420 Grounds Supplies	1,539	1,500	(39)		(39)	102.6%	
4430 Adastra Park Masterplan	272	0	(272)		(272)	0.0%	272
4650 Biffa Waste	2,482	2,500	18		18	99.3%	
4655 Tree Maintenance	800	2,250	1,450		1,450	35.6%	
4710 Grounds Projects	4,930	0	(4,930)		(4,930)	0.0%	
Adastra Park Grounds :- Indirect Expenditure	<u>14,610</u>	<u>14,500</u>	<u>(110)</u>	<u>0</u>	<u>(110)</u>	<u>100.8%</u>	<u>272</u>
Net Income over Expenditure	<u>(8,889)</u>	<u>(7,000)</u>	<u>1,889</u>				
6000 plus Transfer From EMR	272						
Movement to/(from) Gen Reserve	<u>(8,617)</u>						
181 Adastra Play Equipment							
4110 Repairs & Renewals	70	1,000	930		930	7.0%	
4415 Grounds Maintenance Contracts	210	500	290		290	42.0%	
Adastra Play Equipment :- Indirect Expenditure	<u>280</u>	<u>1,500</u>	<u>1,220</u>	<u>0</u>	<u>1,220</u>	<u>18.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(280)</u>						
182 Adastra Skatepark							
4110 Repairs & Renewals	0	300	300		300	0.0%	

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Adastra Park Masterplan	3,000	0	(3,000)		(3,000)	0.0%	3,000
Adastra Skatepark :- Indirect Expenditure	3,000	300	(2,700)	0	(2,700)	1000.0%	3,000
6000 plus Transfer From EMR	3,000						
Movement to/(from) Gen Reserve	0						
183 Adastra Tennis Courts							
1040 Adastra Park Income	1,615	2,000	385			80.7%	
Adastra Tennis Courts :- Income	1,615	2,000	385			80.7%	0
4110 Repairs & Renewals	0	225	225		225	0.0%	
4420 Grounds Supplies	0	250	250		250	0.0%	
Adastra Tennis Courts :- Indirect Expenditure	0	475	475	0	475	0.0%	0
Movement to/(from) Gen Reserve	1,615						
190 Bowling Green							
1040 Adastra Park Income	3,282	4,300	1,018			76.3%	
Bowling Green :- Income	3,282	4,300	1,018			76.3%	0
4110 Repairs & Renewals	0	2,500	2,500		2,500	0.0%	
4300 Water	40	0	(40)		(40)	0.0%	
Bowling Green :- Indirect Expenditure	40	2,500	2,460	0	2,460	1.6%	0
Movement to/(from) Gen Reserve	3,242						
200 Parklands Copse							
4655 Tree Maintenance	0	600	600		600	0.0%	
Parklands Copse :- Indirect Expenditure	0	600	600	0	600	0.0%	0
Movement to/(from) Gen Reserve	0						
210 Talbot Field							
4415 Grounds Maintenance Contracts	320	1,000	680		680	32.0%	
4655 Tree Maintenance	0	1,000	1,000		1,000	0.0%	
Talbot Field :- Indirect Expenditure	320	2,000	1,680	0	1,680	16.0%	0
Movement to/(from) Gen Reserve	(320)						
220 Street Scene							
1030 Memorial Bench donations	650	0	(650)			0.0%	
Street Scene :- Income	650	0	(650)				0
4515 S137/Mobile Refuse Collection	0	3,000	3,000		3,000	0.0%	

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4520 Floral Displays	2,294	3,000	706		706	76.5%	
4525 Finger Post Maintenance	40	200	160		160	20.0%	
4530 Bus Shelter Maintenance	1,111	500	(611)		(611)	222.1%	
4535 Seats	629	750	121		121	83.9%	
4545 Litter Bins	129	1,100	971		971	11.7%	
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	4,253	16,300	12,047	0	12,047	26.1%	0
Movement to/(from) Gen Reserve	(3,603)						
<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	(163)	16,000	16,163	0	16,163	(1.0%)	0
Movement to/(from) Gen Reserve	163						
<u>240 Environmental Improvements</u>							
1050 Street Tree Fund	582	0	(582)			0.0%	582
Environmental Improvements :- Income	582	0	(582)				582
4500 Footpaths	0	3,500	3,500		3,500	0.0%	
4510 BHTC Reactive Work	824	2,200	1,376		1,376	37.4%	
4560 S137/The Monday group	750	750	0		0	100.0%	
4660 Tree Planting	5,700	0	(5,700)		(5,700)	0.0%	5,700
Environmental Improvements :- Indirect Expenditure	7,274	6,450	(824)	0	(824)	112.8%	5,700
Net Income over Expenditure	(6,692)	(6,450)	242				
6000 plus Transfer From EMR	5,700						
6001 less Transfer To EMR	582						
Movement to/(from) Gen Reserve	(1,574)						
<u>260 Neighbourhood Plan</u>							
4800 Neighbourhood Plan	11,756	20,000	8,244		8,244	58.8%	
Neighbourhood Plan :- Indirect Expenditure	11,756	20,000	8,244	0	8,244	58.8%	0
Movement to/(from) Gen Reserve	(11,756)						

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Detailed Income & Expenditure by Budget Heading 11/02/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
270 Parking Discs							
1060 Parking Disc Income	818	775	(43)			105.5%	
Parking Discs :- Income	<u>818</u>	<u>775</u>	<u>(43)</u>			<u>105.5%</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>18</u>						
280 Christmas Lights							
4255 Christmas Lights	3,200	3,250	50		50	98.5%	
Christmas Lights :- Indirect Expenditure	<u>3,200</u>	<u>3,250</u>	<u>50</u>	<u>0</u>	<u>50</u>	<u>98.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(3,200)</u>						
Grand Totals:- Income	294,346	298,844	4,498			98.5%	
Expenditure	198,084	298,544	100,460	0	100,460	66.4%	
Net Income over Expenditure	<u>96,262</u>	<u>300</u>	<u>(95,962)</u>				
plus Transfer From EMR	13,787						
less Transfer To EMR	582						
Movement to/(from) Gen Reserve	<u>109,467</u>						