

## HASSOCKS PARISH COUNCIL

Minutes of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE** meeting held on **Tuesday 18 June 2019 at 7.30 pm**

Attendees: Parish Councillors: Kate Bailey, Georgia Cheshire, Frances Gaudencio and David Hammond

Clerk: Ian Cumberworth  
Deputy Clerk: Tracy Forte

**PRC19/10 APOLOGIES:** Cllrs Ian Weir and Cllr Sue Hatton  
Absent without apology Cllr Peter Gibbons

**PRC19/11 DISCLOSURE OF INTERESTS:** None declared.

### **PRC1912 ELECTION OF VICE CHAIR**

At the previous PR&C meeting, Cllr Gaudencio indicated that Cllr Georgia Cheshire had expressed an interest in the position as Vice Chair. In light of Cllr Cheshire's absence at that meeting, it was AGREED to hold over the selection until the remaining members of the Committee were present.

Cllr Cheshire confirmed her interest in the vacancy.

**RESOLVED** that Cllr Georgia Cheshire was elected as Vice Chair of this committee.

### **PRC19/13 MINUTES**

Cllr David Hammond queried as to whether a decision had been made over moving some meetings to six weekly cycles. It was confirmed that this would be presented to Full Council for approval in due course.

The Minutes of the Meeting held on 21<sup>st</sup> May 2019 as previously circulated were accepted.

### **PRC19/14 PUBLIC PARTICIPATION.**

There were no members of the public present.

### **PRC19/15 CLERKS REPORT**

#### **19/15.1 Communications**

Website. Cllr Gaudencio informed Members that she felt the website required more refining as it was not always logical or easy to navigate. Other Members had not experienced the same difficulties, although it was agreed that it was important to keep the website updated and to review some of the tabs which are perhaps under-utilised. Cllr Gaudencio suggested that the website should be discussed in more detail if this was identified as a priority further in the meeting when the Business Plan actions were to be reviewed.

Communication/press releases. It was noted that the website was not necessarily the most effective means of communication, and various other methods were discussed, including the local news magazines. The Clerk informed the Committee that many people stopped to look at information posted in the window of the Parish Office.

Cllr Gaudencio invited Members to look at the website and consider what is good about it and what can be improved. This would then be discussed in a future meeting. **ACTION: Committee Members.**

Neighbourhood Plan Update. It was agreed that an update should be provided on the current situation of the Neighbourhood Plan. Residents may not be aware that the Regulation 16 Neighbourhood Plan had now been agreed by Full Council and approved for submission to Mid Sussex District Council to be progressed to the next stage. The Clerk was requested to contact Cllr Bill Hatton, chair of the NPWG to ask if an update could be drafted. This would then be posted on the website and emailed out to all those who had registered to be contacted via Mail Chimp. **ACTION: Cllr Bill Hatton/Clerk/Deputy Clerk**

**19/15.2 Business Plan –** Members were requested to consider the detailed Business Plan (previously circulated as a background paper) and determine which elements members wish to consider prioritising in the forthcoming year.

Discussion was given to the process for determining the priorities of the Council within the Business Plan, and it was noted that many actions were ongoing and were addressed by Committee, some actions were aspirations whilst others were projects which were better addressed by focussed working groups. After a detailed discussion, it was agreed that in addition to scoring actions 1-5 in terms of priority, there would also be an option to mark an action as Ongoing or an Aspiration.

Members then proceeded to review the Business Plan and assess each element in the Neighbourhood Plan section and the first three elements in the Engaging with the Community section. This was recorded on a working document, and is to be continued at the next meeting.

**PRC19/16 Urgent Matters.** There were no urgent matters.

**PRC19/17 DATE OF NEXT MEETING.** 16 July 2019

**PRC19/18 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**

**PRC19/19** The Clerk provided a brief update on staffing matters. He informed Members that the office had seen an increase in footfall recently, alongside a general increase in contact from residents. The Skatepark had taken up a considerable amount of the Clerk's time but that this was coming near to an end now so should be less time consuming.

Members were informed that there had been some occurrences of anti-social behaviour, one incident recently had involved two members of council staff being verbally abused, the Police had attended. All incidents had been reported to the Police.

**PRC19/20** Cllr Gaudencio informed Members that following the Clerk's appraisal this week, it had been agreed that he was to be allocated a day off a week from Clerk's duties to study towards the CiLCA qualification.

There being no other business, the meeting closed at 9.05pm

Chair.....

Date.....