

HASSOCKS PARISH COUNCIL

Minutes of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE** meeting held on **Tuesday 17 September 2019 at 7.30 pm**

Attendees: Parish Councillors: Georgia Cheshire, Sue Hatton and Ian Weir.

Deputy Clerk: Tracy Forte

The meeting was chaired by Cllr Georgia Cheshire, Vice Chair, in the absence of Cllr Frances Gaudencio.

PRC19/30 APOLOGIES: Cllrs Frances Gaudencio, Peter Gibbons and Frank Rylance. Absent without apology Cllrs Kate Bailey and David Hammond.

PRC19/31 DISCLOSURE OF INTERESTS: None declared.

PRC19/32 MINUTES

The Minutes of the Meeting held on 16 July 2019 as previously circulated were accepted.

PRC19/33 PUBLIC PARTICIPATION.

There were no members of the public present.

PRC19/34 CLERK'S REPORT

19/34.1 Financial Accounts - Budget

Members had been provided a report as Appendix 1 with the agenda, setting out the summary budget position as per the RBS accounting system. The report stated that the figures set out the budget system for the first 4 months of the financial year as at 31st July 2019, however it was confirmed by the Deputy Clerk that the period covered by the report set out the summary budget position for the first five months of the financial year as at 30 August 2019.

Members asked for clarification on various budget matters which were answered by the Deputy Clerk.

Cllr Weir raised a query about an annual grant being paid to the Woodland Flora and Fauna Group in recognition of the extensive work in Talbot Field being undertaken by the group. It was agreed that this should be considered when setting the budgets for 2020/21 and Cllr Weir requested that this be noted as an item for discussion at the relevant meeting. (Clerk).

19/34.2 Communications. The Deputy Clerk updated members on the following recent communications

Hassocks Neighbourhood Plan – Regulation 16 Consultation. The consultation is a Mid Sussex District Council led consultation, which has been publicised as required by HPC locally via The Talkabout, HPC noticeboards, the Library, an email via Mailchimp to all registered parties and on the HPC Website feeding to both Twitter and Facebook.

Rail service- A press release was circulated to various outlets, with coverage provided on the BBC TV local news and an interview with Cllr Weir on BBC Radio.

Turkey Oak Tree – a press release was published in the September issue of Hassocks Life and a further release is to be made through other sources nearer the time of felling, which is scheduled for the week commencing 30/9/19.

The Deputy Clerk reported that all three communications had gone through the Communications Policy process. The Oak Tree publication in Hassocks Life had varied slightly from the standard process as it was issued in the name of a Councillor rather than the Clerk, however it had followed the full sign off protocol. It was noted that the critical aspect of the Communications Policy was to ensure that all publications follow the formal signing off process prior to release.

Some concern was raised about recent publications not being in the Clerk's name as per the Policy. However it was agreed that the crucial aspect was that all publicity released on behalf of the Parish Council was approved by the Clerk and the Chair before publication. Therefore it was considered that it might be appropriate to amend the Communications Policy accordingly. It was proposed that the Communications Policy was due for an annual review in October, and should therefore be included on the next PR&C agenda.

19/34.3 BUSINESS PLAN – At previous Policy & Resources Committee meetings, Members had continued to review the detailed Business Plan previously circulated, however due to time constraints this process was not completed and the item was held over to be completed at this meeting. Members therefore completed the review from item 16 within the sections, A Great Place to Live, Work and Enjoy, Connecting our village and finally Our staff and Ourselves.

PRC19/35 Urgent Matters. There were no urgent matters.

PRC19/36 DATE OF NEXT MEETING. 15 October 2019

PRC19/37 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

PRC19/38 The Deputy Clerk reported that she was due to attend an Operational Management Course in the following week.

There being no other business the meeting closed at 9.00pm.

Signed

Date.....