

HASSOCKS PARISH COUNCIL

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

A meeting of the POLICY, RESOURCES and COMMUNICATIONS COMMITTEE will be held on Thursday 23 January 2020 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Ian Cumberworth
Parish Clerk
15 January 2020

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 19th November 2019 (previously Circulated).

4. PUBLIC PARTICIPATION

5. CLERK'S REPORTS

5.1 **Information Technology – Email system** – An official order has been placed with our IT provider to schedule Member email account migration over to 'Exchange online' which will provide an improved secure corporate security email system. It is anticipated this initiative will commence later this month although at the time of drafting this report we are awaiting confirmation of the proposed implementation date from our provider.

5.2 **Information Technology – Website** all public sector websites will be required to meet the accessibility standards set out in the Public Sector Bodies (website and Mobile Applications (No2) Accessibility Regulations 2018 by 23rd September 2020. Members may recall that in November 2019 members approved the commissioning of work on the Council website to ensure that it met the new standards. In addition further work was also undertaken to ensure that the Councils website was mobile friendly.

This work has now been completed and we can confirm that our website is now compliant with the accessibility standards. In addition the website is now mobile friendly which has improved view/functionality when being viewed via a mobile device. It is proposed that ongoing testing will be run periodically on the website to ensure that as new content is added it remains compliant with the Accessibility Regulations.

5.3 **Bank Account signatories:** The Council currently has a pool of signatories who are able to authorise payments on behalf of the Council. Each payment is required to be authorised by two signatories, due to current individual members availability it is likely to become more

difficult in the short to medium term to secure the availability of sufficient signatories at short notice. Therefore authority is sought (*Financial Regulation 5.1*) to designate additional authorised (member(s)) to act as a signatories to provide additional resilience to enable the Council to continue to make payments in a timely manner.

If members are minded to approve this proposal the Clerk will undertake to submit the appropriate mandates to the Councils bank to authorise the amendment to the current authorisation pool.

5.4 Interim Internal Audit Report –The Council has received the interim Internal Audit Report.

The Internal Auditors opinion was '*It is our opinion that the systems and internal procedures at Hassocks Parish Council are well established and followed. The Clerk is experienced and ensures the council follows best practice regulations and has overseen changes to the internal procedures as regulations and technologies have changed to maintain compliance. It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose.*'

No recommendations have been made; if members wish to view the full report this can be inspected via the Clerk's Office.

5.5 Communications (verbal update)

5.6 Youth Initiative Projects (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 18th February 2020

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. Confidential minutes to accept the confidential minutes of the Meeting held 19th November 2019 (previously circulated).

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.