

HASSOCKS PARISH COUNCIL

Minutes of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE** meeting held on **Tuesday 16 April 2019 at 7.30 pm**

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

Clerk: Ian Cumberworth

PRC18/59 APOLOGIES: Cllr Judith Foot and Georgia Cheshire.

PRC18/60 DISCLOSURE OF INTERESTS: None declared.

PRC18/61 MINUTES

The Minutes of the Meeting held on 19th March 2019 as previously circulated were accepted.

PRC18/62 PUBLIC PARTICIPATION.

There were no members of the public present.

PRC18/63 CLERKS REPORT

63.1 Communications - the Clerk advised Members that the Parish Council were not proposing to take up a stall this year at the forthcoming Mayday event in part due to available resources. Last year the event had been used to support the consultation of the Adastra Park Masterplan.

The Clerk brought Members attention to a 'new' monthly magazine which is to be launched in Hassocks called 'Hassocks Life'. This will be a free 'colour' magazine delivered to properties throughout the Parish. The format will be based on similar publications in neighbouring areas and will be a community focused publication. Members were passed a copy of an early 'mock up' of the Hassocks Life publication together with a copy of an existing village magazine 'Lindfield Life' The Clerk indicated that this could be a useful vehicle to communicate council news within the parish. He went onto confirm that he had submitted a press release in respect of the skate park which will appear in the first edition in early May and had made contact with the editor to set up a preliminary meeting post elections. Members welcomed this publication and were keen to encourage news/information to be published in future through this publication alongside the Councils existing communication methods. Members were keen to explore future opportunities to utilise this publication and others to communicate within the parish.

The Clerk also confirmed that a press release had been issued earlier in the month for the commencement of the Skate park project and was in accordance with the Communications policy.

63.2 Policies/protocols – as agreed at the previous Policy, Resources and Communications Committee Cllr Gaudencio and Cllr (S) Hatton were tasked to review the existing induction support process and information. A paper was circulated in advance of the meeting and again at the meeting setting out items for consideration. Cllr Gaudencio introduced the paper and took Members through the proposal

Members considered each aspect within the document in turn with the intention of agreeing that that the final document would be incorporated into the induction pack:

Cllr Gaudencio advised members that the intention of the document was to set out a framework of expectations in the way in which the Parish Council considers its business and will supplement the other key documents/policies within the induction pack.

The first element discussed was the Process for buddying: Although the Council have operated this process for a number of years the intention was to formalise the process. Members acknowledged the value to new members to have the ability to seek support/guidance from a more experienced member and all new members should be encouraged to participate in this initiative.

Members felt that any existing member should be able to volunteer to fulfil this role as part of this initiative if they wished.

A number of aspects were discussed and agreed without any amendment which included various guidance sections that complemented the Councils existing policies/protocols including:

- Political affiliations
- HPC Business Plan
- Agendas
- Attendance at Committees
- Protocol at Committee meetings
- Communicating with the public

Training and Development – members discussed the expectation that new Councillors will attend appropriate training via SALC and where members are to sit on Planning Committee specific training should be sought. Members expressed the view that all Members should be encouraged to take up relevant training opportunities.

Members confirmed that it would be expected that any member wishing to sit on the Planning Committee would have/be prepared to attend specific planning training events. Members discussed the potential to review scope/types of applications that are considered at planning committee although it was acknowledged that this would be up to the new planning committee to consider whether they wished to review the current arrangements.

Members also discussed ways of developing the role of the vice chair which included providing them with the opportunity to Chair a meeting even if the Chair is present as part of their development. The roles should be mutually supportive.

It was AGREED that the Clerk will amend the proposed document to reflect Members comments in consultation with Cllr Gaudencio and incorporate the final document as part of the induction pack. It was suggested and agreed that all Councillors would receive a copy of the induction pack to ensure a consistent message/information is shared with Members.

PRC18/64 **Urgent Matters**
None

PRC18/65 **DATE OF NEXT MEETING.** 21 May 2019