

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 Tuesday 17 September 2019 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.



Ian Cumberworth
Parish Clerk
11 September 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 16th July 2019 (previously Circulated).

4. PUBLIC PARTICIPATION

5. CLERK'S REPORTS

5.1 **FINANCIAL ACCOUNTS – Budget** - This report sets out the summary budget position as per the RBS accounting system for the first 4 months of the financial year as at 31st July 2019 and is produced for information. (Appendix 1).

The attached report sets out the following detail:

Column 1	Actual spend/income to date
2	2019/2020 Budget
3	Variance (difference between spend and budget to date)
4	Funds available
5	transfer to/from Ear Marked Reserves (EMR)

5.2 **COMMUNICATIONS** – Verbal update

5.3 **BUSINESS PLAN** – Business Plan – At the previous Policy & Resources Committees Members started 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 are therefore requested to consider the previously circulated background paper and to review from item 16 within the section A Great Place to Live, Work

and Enjoy, Connecting our village and finally Our staff and Ourselves to complete the process and identify which elements members wish to consider prioritising in the forthcoming year.

6. **Urgent Matters** at the discretion of the Chairman for noting and/or inclusion on a future agenda.
7. **DATE OF NEXT MEETING** 15 October 2019

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. **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 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 31/07/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>100 Staff</u>						
4000 Salaries - All Staff	30,370	86,000	55,630		55,630	
4010 Salaries - Office Cleaning	566	1,350	784		784	
4030 Salaries - Casual Staff	38	750	713		713	
4035 Salaries - Extra Time	1,275	2,000	725		725	
4040 PAYE/NI	10,571	27,000	16,429		16,429	
4045 Pension Costs	11,675	29,250	17,575		17,575	
4050 Staff Expenses	1	200	199		199	
4055 Training Staff	40	2,000	1,960		1,960	
4070 Payroll	105	600	495		495	
Staff :- Indirect Expenditure	<u>54,641</u>	<u>149,150</u>	<u>94,509</u>	<u>0</u>	<u>94,509</u>	<u>0</u>
Net Expenditure	<u>(54,641)</u>	<u>(149,150)</u>	<u>(94,509)</u>			
<u>110 Administration</u>						
1076 Precept	140,273	280,545	140,272			
1090 Bank Interest	326	600	274			
Administration :- Income	<u>140,599</u>	<u>281,145</u>	<u>140,546</u>			<u>0</u>
4060 Subscriptions	2,302	2,750	448		448	
4065 Communications/Publications	21	2,000	1,979		1,979	
4075 Hospitality	12	100	88		88	
4100 Rates	1,356	3,500	2,144		2,144	
4120 Web-site & IT Support	471	2,500	2,029		2,029	
4130 Telephone	493	1,400	907		907	
4135 Stationery & Office Supplies	285	2,250	1,965		1,965	
4140 Insurance	3,461	3,600	139		139	
4145 Audit Fees	(682)	1,400	2,082		2,082	
4150 Professional Fees	0	4,000	4,000		4,000	
4155 PWLB	2,183	8,670	6,487		6,487	
4160 Bank Charges	135	400	265		265	
Administration :- Indirect Expenditure	<u>10,035</u>	<u>32,570</u>	<u>22,535</u>	<u>0</u>	<u>22,535</u>	<u>0</u>
Net Income over Expenditure	<u>130,564</u>	<u>248,575</u>	<u>118,011</u>			
<u>120 Civic</u>						
4200 Chairman's Allowance	0	600	600		600	
4205 Training - Councillors	0	800	800		800	
4210 Members Allowances	60	150	90		90	
4215 Elections	0	6,000	6,000		6,000	
Civic :- Indirect Expenditure	<u>60</u>	<u>7,550</u>	<u>7,490</u>	<u>0</u>	<u>7,490</u>	<u>0</u>
Net Expenditure	<u>(60)</u>	<u>(7,550)</u>	<u>(7,490)</u>			

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Detailed Income & Expenditure by Budget Heading 31/07/2019

Cost Centre Report

	(1)	(2)	(3)	(4)	(5)
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
					Transfer to/from EMR
<u>130 Grants</u>					
1900 Miscellaneous Income	2,954	0	(2,954)		2,954
Grants :- Income	<u>2,954</u>	<u>0</u>	<u>(2,954)</u>		<u>2,954</u>
4250 S137 Grants/Expenditure	10,000	2,750	(7,250)		10,000
Grants :- Indirect Expenditure	<u>10,000</u>	<u>2,750</u>	<u>(7,250)</u>	<u>0</u>	<u>(7,250)</u>
Net Income over Expenditure	<u>(7,046)</u>	<u>(2,750)</u>	<u>4,296</u>		
6000 plus Transfer From EMR	10,000				
6001 less Transfer To EMR	2,954				
Movement to/(from) Gen Reserve	<u>0</u>				
<u>140 Allotments</u>					
1000 Allotment Income	0	1,450	1,450		
Allotments :- Income	<u>0</u>	<u>1,450</u>	<u>1,450</u>		<u>0</u>
4110 Repairs & Renewals	0	500	500		500
4300 Water	35	150	115		115
4305 HAHA Funding	0	200	200		200
4710 Grounds Projects	61	500	439		439
Allotments :- Indirect Expenditure	<u>96</u>	<u>1,350</u>	<u>1,254</u>	<u>0</u>	<u>1,254</u>
Net Income over Expenditure	<u>(96)</u>	<u>100</u>	<u>196</u>		
<u>150 Burial Grounds</u>					
1020 Burial Fees	6,205	5,000	(1,205)		
Burial Grounds :- Income	<u>6,205</u>	<u>5,000</u>	<u>(1,205)</u>		<u>0</u>
4110 Repairs & Renewals	338	2,000	1,662		1,662
4300 Water	50	150	100		100
4415 Grounds Maintenance Contracts	1,111	2,800	1,689		1,689
4420 Grounds Supplies	2	0	(2)		(2)
Burial Grounds :- Indirect Expenditure	<u>1,501</u>	<u>4,950</u>	<u>3,449</u>	<u>0</u>	<u>3,449</u>
Net Income over Expenditure	<u>4,704</u>	<u>50</u>	<u>(4,654)</u>		
<u>160 Parish Centre/Garage</u>					
4105 Utilities	443	1,600	1,157		1,157
4110 Repairs & Renewals	396	3,000	2,604		2,604
4125 Equip incl Comp/Photocopier	363	1,000	637		637
4300 Water	144	250	106		106

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Detailed Income & Expenditure by Budget Heading 31/07/2019

Cost Centre Report

	(1)	(2)	(3)	(4)	(5)	
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4410 Building Maintenance Contracts	640	3,500	2,860		2,860	
4700 Grounds Machinery&Equip	0	2,500	2,500		2,500	
Parish Centre/Garage :- Indirect Expenditure	1,987	11,850	9,863	0	9,863	0
Net Expenditure	(1,987)	(11,850)	(9,863)			
<u>170 Adastra Pavilion</u>						
1040 Adastra Park Income	1,734	3,750	2,016			
Adastra Pavilion :- Income	1,734	3,750	2,016			0
4105 Utilities	1,197	2,225	1,028		1,028	
4110 Repairs & Renewals	261	2,750	2,489		2,489	
4115 Fixtures & Fittings	0	500	500		500	
4125 Equip incl Comp/Photocopier	0	750	750		750	
4300 Water	171	500	329		329	
4410 Building Maintenance Contracts	1,940	4,750	2,810		2,810	
4420 Grounds Supplies	149	350	201		201	
Adastra Pavillon :- Indirect Expenditure	3,718	11,825	8,107	0	8,107	0
Net Income over Expenditure	(1,984)	(8,075)	(6,091)			
<u>180 Adastra Park Grounds</u>						
1040 Adastra Park Income	2,918	8,000	5,083			
Adastra Park Grounds :- Income	2,918	8,000	5,083			0
4110 Repairs & Renewals	51	3,000	2,949		2,949	
4415 Grounds Maintenance Contracts	940	6,000	5,060		5,060	
4420 Grounds Supplies	578	1,500	923		923	
4425 Op W/Shed Project Ad Park	14,415	0	(14,415)		(14,415)	14,415
4650 Biffa Waste	764	1,750	986		986	
4655 Tree Maintenance	450	2,000	1,550		1,550	
Adastra Park Grounds :- Indirect Expenditure	17,197	14,250	(2,947)	0	(2,947)	14,415
Net Income over Expenditure	(14,280)	(6,250)	8,030			
6000 plus Transfer From EMR	14,415					
Movement to/(from) Gen Reserve	135					
<u>181 Adastra Play Equipment</u>						
4110 Repairs & Renewals	246	1,500	1,254		1,254	
4415 Grounds Maintenance Contracts	(53)	700	753		753	
Adastra Play Equipment :- Indirect Expenditure	193	2,200	2,007	0	2,007	0
Net Expenditure	(193)	(2,200)	(2,007)			

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Detailed Income & Expenditure by Budget Heading 31/07/2019

Cost Centre Report

	(1)	(2)	(3)	(4)	(5)	
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>182 Adastra Skatepark</u>						
1045 Adastra Park Masterplan	75,000	0	(75,000)			75,000
Adastra Skatepark :- Income	75,000	0	(75,000)			75,000
4430 Adastra Park Masterplan	100,453	0	(100,453)		(100,453)	100,453
Adastra Skatepark :- Indirect Expenditure	100,453	0	(100,453)	0	(100,453)	100,453
Net Income over Expenditure	(25,453)	0	25,453			
6000 plus Transfer From EMR	100,453					
6001 less Transfer To EMR	75,000					
Movement to/(from) Gen Reserve	0					
<u>183 Adastra Tennis Courts</u>						
1040 Adastra Park Income	0	2,000	2,000			
Adastra Tennis Courts :- Income	0	2,000	2,000			0
4110 Repairs & Renewals	0	225	225		225	
4420 Grounds Supplies	(0)	250	250		250	
Adastra Tennis Courts :- Indirect Expenditure	(0)	475	475	0	475	0
Net Income over Expenditure	0	1,525	1,525			
<u>190 Bowling Green</u>						
1040 Adastra Park Income	2,719	3,500	781			
Bowling Green :- Income	2,719	3,500	781			0
4110 Repairs & Renewals	0	2,400	2,400		2,400	
4300 Water	14	100	86		86	
Bowling Green :- Indirect Expenditure	14	2,500	2,486	0	2,486	0
Net Income over Expenditure	2,705	1,000	(1,705)			
<u>200 Parklands Copse</u>						
4655 Tree Maintenance	80	750	670		670	
Parklands Copse :- Indirect Expenditure	80	750	670	0	670	0
Net Expenditure	(80)	(750)	(670)			
<u>210 Talbot Field</u>						
4415 Grounds Maintenance Contracts	0	1,000	1,000		1,000	
4655 Tree Maintenance	0	750	750		750	
Talbot Field :- Indirect Expenditure	0	1,750	1,750	0	1,750	0
Net Expenditure	0	(1,750)	(1,750)			

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Cost Centre Report

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>220 Street Scene</u>						
1030 Memorial Bench donations	650	0	(650)			
Street Scene :- Income	650	0	(650)			0
4515 S137/Mobile Refuse Collection	0	3,000	3,000		3,000	
4520 Floral Displays	1,652	3,000	1,348		1,348	
4525 Finger Post Maintenance	0	1,500	1,500		1,500	
4530 Bus Shelter Maintenance	0	500	500		500	
4535 Seats	754	750	(4)		(4)	
4545 Litter Bins	0	800	800		800	
4550 Greener Hassocks Funding	0	500	500		500	
4555 TRO Funding	0	3,000	3,000		3,000	
4565 Pedestrian Environment	0	500	500		500	
4655 Tree Maintenance	0	100	100		100	
4665 Dog Bins & Maintnce Contract	0	3,150	3,150		3,150	
Street Scene :- Indirect Expenditure	2,406	16,800	14,394	0	14,394	0
Net Income over Expenditure	(1,756)	(16,800)	(15,044)			
<u>230 Street Lighting</u>						
4110 Repairs & Renewals	(179)	11,500	11,679		11,679	
4800 WSCC Energy	173	4,500	4,327		4,327	
Street Lighting :- Indirect Expenditure	(6)	16,000	16,006	0	16,006	0
Net Expenditure	6	(16,000)	(16,006)			
<u>240 Environmental Improvements</u>						
1050 Street Tree Fund	111	0	(111)			111
Environmental improvements :- Income	111	0	(111)			111
4500 Footpaths	0	3,500	3,500		3,500	
4510 BHTC Reactive Work	541	2,000	1,459		1,459	
4560 S137/The Monday group	0	750	750		750	
Environmental Improvements :- Indirect Expenditure	541	6,250	5,709	0	5,709	0
Net Income over Expenditure	(430)	(6,250)	(5,820)			
6001 less Transfer To EMR	111					
Movement to/(from) Gen Reserve	(541)					

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Detailed Income & Expenditure by Budget Heading 31/07/2019

Cost Centre Report

	(1)	(2)	(3)	(4)	(5)
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
					Transfer to/from EMR
<u>260</u> <u>Neighbourhood Plan</u>					
4800 Neighbourhood Plan	7,660	18,000	10,340		10,340
Neighbourhood Plan :- Indirect Expenditure	7,660	18,000	10,340	0	10,340
Net Expenditure	(7,660)	(18,000)	(10,340)		
<u>270</u> <u>Parking Discs</u>					
1060 Parking Disc Income	483	875	392		
Parking Discs :- Income	483	875	392		0
4540 Parking Discs	400	750	350		350
Parking Discs :- Indirect Expenditure	400	750	350	0	350
Net Income over Expenditure	83	125	42		
<u>280</u> <u>Christmas Lights</u>					
4255 Christmas Lights	0	3,700	3,700		3,700
Christmas Lights :- Indirect Expenditure	0	3,700	3,700	0	3,700
Net Expenditure	0	(3,700)	(3,700)		
Grand Totals:- Income	233,372	305,720	72,348		
Expenditure	210,976	305,420	94,444	0	94,444
Net Income over Expenditure	22,396	300	(22,096)		
plus Transfer From EMR	124,868				
less Transfer To EMR	78,065				
Movement to/(from) Gen Reserve	69,199				