

HASSOCKS PARISH COUNCIL

To: All Members of the Policy, Resources and Communications Committee (Kate Bailey, Justine Fisher, Judith Foot, Frances Gaudencio, Peter Gibbons, Sue Hatton, Chris Hobbs, Ian Weir, Sue Hatton and Georgia Cheshire) with copies to all other Councillors for information

A meeting of the POLICY, RESOURCES and COMMUNICATIONS COMMITTEE will be held on Tuesday 17 October 2017 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Ian Cumberworth
Parish Clerk
10 October 17

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 September 2017 (previously Circulated).

4. PUBLIC PARTICIPATION

5. BUSINESS PLAN

This report updates members on the progress of the draft Policy Resources & Communications Committee's Business Plan which has previously been circulated and reflects the amendments from the previous Policy Resources & Communications meeting. This document continues to be a 'working document'. A verbal update will be provided by Cllr Gaudencio.

6. REVIEW OF STAFFING COMMITTEE (verbal update) Cllr Ian Weir

7. CLERK'S REPORTS

7.1 COMMITTEE TERMS OF REFERENCE (verbal update)

7.2 FINANCIAL ACCOUNTS - Budget .This report sets out the summary budget position as per the RBS accounting system as at 4th October 2017 and is produced for information. (**Appendix A**)

7.3 SECTION 106 AGREEMENTS - **Appendix B** sets out the position of Section 106 funds held by Mid Sussex District Council to be utilised within the Parish of Hassocks. Hassocks Parish Council has secured section 106 funding this year to fund the acquisition and installation of new goalposts within Adastra Park.

Section 106 Agreements or Unilateral Undertakings (“S106”) are legal obligations on a developer, attached to certain planning permissions. S106s normally require financial contributions to be paid to the District Council on commencement of development and relate to specific projects or “categories” of infrastructure to be delivered in the local area.

The use of S106 funds is governed by the S106 Supplementary Planning Document (“S106 SPD”) - <http://www.midsussex.gov.uk/8298.htm>

Parish projects: Process

- A) If the Parish Council identifies a project and wishes to utilise S106 funding they are required to submit a Request (bid) to the District Council for consideration. The following process is required to be followed
 - a. The Request should include the location, cost, match-funding (if applicable), project manager / contractor, intended use and brief justification.
 - b. MSDC will check if funds are available and if the request meets the criteria of the specific S106 Agreement.
- B). MSDC officers will then liaise with the Parish Clerks and draft a Report for authorisation:
 - c. <£25k = Cabinet Member sign-off & Members of Scrutiny (for call-in)
 - d. >£25k = Cabinet Grants Panel¹ (three meetings per annum)
 - e. All Total Access Demand (TAD) projects (Sustainable Transport Contributions) = Cabinet Member sign-off & Members of Scrutiny (for call in)
- C) Parishes must provide **evidence of expenditure** (preferably), an **Invoice** or **Receipt** before funds are released.
 - f. Relevant MSDC officer then raises a **BACS payment** or Deed to the Parish Council.

Third Party projects

If community groups wish to bid for S106 funding for a project, the above process applies, except all requests will go through the quarterly Cabinet Grants Panel process (B. d above).

7.4 TRAINING – verbal update

8. Urgent Matters at the discretion of the Chairman for noting and/or inclusion on a future agenda.

9. DATE OF NEXT MEETING

21st November 2017

EXCLUSION OF PUBLIC AND PRESS

In the event that any confidential business may be transacted, members of the public or press will be requested to withdraw from the meeting.

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.