

HASSOCKS PARISH COUNCIL

Minutes of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE** meeting held on **Tuesday 17 October 2017 at 7.30pm**

Attendees: Parish Councillors: Frances Gaudencio (Chair) Judith Foot; Georgia Cheshire; Ian Weir and Peter Gibbons.

Clerk: Ian Cumberworth

PRC17/25 APOLOGIES: Cllrs Justine Fisher, Cllr Sue Hatton, Cllr Chris Hobbs. Absent without apology Cllr Kate Bailey.

PRC17/26 DISCLOSURE OF INTERESTS: None declared.

PRC17/27 MINUTES

The Minutes of the Meeting held on 19th September 2017 as previously circulated were accepted.

PRC17/28 PUBLIC PARTICIPATION.

There were no members of the public present.

PRC17/29 BUSINESS PLAN

Cllr Gaudencio updated members on the progress of the Policy Resources & Communication business plan and the next stages of development. The plan had been amended to reflect comments from previous meetings and correspondence from members. It is proposed that the respective business plans for each Committee will be considered by the Chair's group before going forward to full council for ratification. Discussion took place around the level of detail to be incorporated within the 'high level', vision document and the more detailed working document. The Clerk suggested that at the Chair's meeting the respective committee business plans should be considered and a consensus amongst members sought as to what priorities /initiatives should be focused on in year 1 and beyond.

RESOLVED: Work towards completing an overarching high level vision statement once the priorities have been confirmed and to take to Full Council for ratification.

ACTION To assist in this process it was agreed that a range of dates would be provided by the Chair (Cllr Weir) to convene a Chairs meeting in November to progress the prioritisation and development of the Business Plans.

PRC17/30 REVIEW OF STAFFING COMMITTEE

Members were updated of the ongoing work being undertaken by Member representatives and the range of meetings being held between the Chair of the Council and the Chair of PR&C with the Clerk, in supporting the current workloads. In addition Members reviewed the representation of the current model recruitment panel of Cllr Weir, Cllr Gaudencio, Cllr Sue Hatton and Cllr Justine Fisher.

ACTION; It was agreed that Cllr Weir would contact Cllr Sue Hatton and Cllr Fisher to confirm they were happy to continue to fulfil this role alongside Cllr Gaudencio and Cllr Weir.

PRC17/31 CLERK'S REPORTS

PRC17/31.1 Committee Terms of Reference.

Members were informed that copies had been circulated to Cllr Foot and Cllr Sue Hatton for comment and have been amended to reflect some minor points. Subject to no further amendments it is anticipated these documents can come forward to Policy, Resources and Communications Committee for consideration at the next meeting prior to going to Council for adoption. It was agreed the Clerk would circulate copies of these to the respective Chairs of each Committee to ensure they reflect fully the work of the Committee. It was agreed to consider whether the status of the NPWG should be changed to a committee.

ACTION; Terms of Reference to be considered at the next Policy Resource & Communication meeting in November

PRC17/31.2 Financial Accounts.

The Clerk presented a detailed report setting out the financial position of the Council as at 4th October 2017 and indicated that the office had tried to adopt more financial discipline this year. The Clerk drew Member's attention to the 2017/2018 agreed budget and the fact it had been set at an agreed deficit in the region of £54,000 which is currently being met from general reserves, although it was hoped some of this deficit could be reduced. Members were invited to ask questions with regard to the report and there followed detailed discussions about specific Income and Expenditure items.

Members were informed they would have the opportunity to review the current financial budget setting strategy as part of budget setting process for 2018/19 when members also considered the precept for 2018/19.

The Clerk advised members that the intention would be to bring subsequent financial reports either quarterly or six monthly to Policy Resources & Communication to provide members with an oversight of the financial position against budget. It was hoped that the current deficit could be reduced by the end of the financial year however it is acknowledged that some budget heads were under provided for at the time of the 2017/18 budgets being set. However these would have been determined based on the information available to members at that time.

PRC17/31.3 Section 106 Agreements

The Clerk introduced the report detailing the summary of Section 106 funds currently held by Mid Sussex District Council and the potential funds that could be accessed to support Council initiatives. Discussions also took place around the process required to be followed to secure funding. Members sought clarification on what the respective funds could be utilised for and what the Clerk would need from Members to assist him in securing these funds. The Clerk explained each category and the types of project the funds could be used for. It was stressed that in light of the time it can take to secure funding it would be helpful for members to provide clear priorities with regard to project timings so that funding streams can be planned in advance and factored into the project

timescales, this would also be applicable to accessing other external funding streams.

PRC17/31.4 Training.

A verbal update was provided to Members informing them that since the last Policy Resources & Communications meeting three Councillors and one officer had undertaken training in relation to Planning therefore half of the Planning Committee membership has now undertaken formal training in this area. In addition the Clerk informed members he had recently attended a course on Budgeting and Precepts.

Members discussed training generally and in particular with regard to training for any new members. Members expressed the view that it was important for other established members to 'mentor' support new members alongside other training and that consideration be given to nominating two Councillors to support the induction process of new members. This could be undertaken on a rotational basis.

RESOLVED A pair of members, on a rotational basis to be nominated to mentor/support new members as part of the induction process

PRC17/32 Urgent Matters at the discretion of the Chair for noting and/or inclusion on a future agenda.

There were no other urgent matters.

PRC17/33 **DATE OF NEXT MEETING.** 21 November 2017

The Meeting closed at 9.00 pm

Signed..... Date.....