

HASSOCKS PARISH COUNCIL

Minutes of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE**
meeting held on **Tuesday 4th July 2017 at 7.30pm**

Attendees: Parish Councillors: Kate Bailey, Judith Foot ,Frances Gaudencio ; Peter Gibbons; Sue Hatton; Chris Hobbs and Ian Weir.

Clerk: Ian Cumberworth

PRC17/1 APOLOGIES: Cllr Justine Fisher

Absent without apologies: Georgia Cheshire

PRC17/2 DISCLOSURE OF INTERESTS: None declared.

PRC17/3 Election of Chair & Vice Chair. One nomination was received for the role of Chair (Cllr Gaudencio) who was duly elected. Two nominations were received for the position of Vice Chair. A vote was held and Cllr Foot was elected as the Vice Chair.

PRC17/4 MINUTES

The Minutes of the Meeting held on 19th May 2017 as previously circulated were accepted by the Committee as an accurate record.

To accept and sign the minutes of the Meeting held on 18th October 2016

PRC17/5 PUBLIC PARTICIPATION. There were no members of the public present.

PRC17/6 REPORTS

6.1 **Business Plan**

Cllr Hobbs provided members with an update on the progress made to date on creating the Business Plan and the next steps to develop the detailed document. The starting point was to review the previous plan which identified 4 key areas. The new plan has taken a top down approach and expanded these areas to 6:

- Neighbourhood Plan
- Engaging with the Community
- A Community for all
- A great place to live, work and enjoy.
- Connecting our Villages
- Our Staff and Ourselves

The outline plan was presented to the Chairs meeting last week with members invited to submit comments back to the group by the 6th July 2017 to enable any comments to be incorporated into the document. The working group is scheduled to meet on the 7th July where it is intended to incorporate any comments received and to allocate elements of the plan to the respective committees to develop the detailed action plans. The proposal is that each Committee will consider the elements

assigned to them initially at the July Committee cycle and assign responsibility to members to work up the detail for the September meetings. These will then be used as part of the budget setting process during October/November. It was emphasised that it was important members engaged fully in this process to develop the Councils priorities and in particular to assist in meeting the Councils target timeframe.

It is proposed the plan will cover the period 2018-2023.

Members congratulated the group for all the work undertaken to date and gave an undertaking to support the proposed process to meet the target timeframe.

Members also discussed the need to engage with other partners as the plan develops to ensure opportunities to work together are explored and to encourage greater partnership initiatives where feasible.

Cllr Weir agreed to raise the Business Plan at full Council and set out the timeframe to develop the plan.

PRC17/7 Review of Committee Terms of Reference/Corporate Policies

- 7.1 The Clerk introduced a report setting out a proposal to establish a small working group to review and develop the Councils policies and Committees terms of reference in a more structured way and to demonstrate ongoing good governance. The groups remit would be to review policies /terms of reference prior to formal consideration from Members with a view to streamlining the committee approval process. The intention would be that revised documents would then be published on the Councils website.

Members were in support of this initiative.

RESOLVED

- a) A small advisory group ‘Constitutional Working Group’ be established and the following members be appointed Cllr Sue Hatton and Cllr Judith Foot.

PRC17/8 Urgent Matters at the discretion of the Chair for noting and/or inclusion on a future agenda.

There were no other urgent matters.

PRC17/9 DATE OF NEXT MEETING

25th July 2017

The meeting closed at 8:45 pm

Signed.....

Date.....