

## HASSOCKS PARISH COUNCIL

Minutes of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE** meeting held on **Tuesday 19 February 2019 at 7.30 pm**

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

Clerk: Ian Cumberworth

**PRC18/42 APOLOGIES:** Cllr Judith Foot, Georgia Cheshire and Kate Bailey.

**PRC18/43 DISCLOSURE OF INTERESTS:** None declared.

### **PRC18/44 MINUTES**

The Minutes of the Meeting held on 15<sup>th</sup> January 2019 as previously circulated were accepted.

### **PRC18/45 PUBLIC PARTICIPATION.**

There were no members of the public present.

### **PRC18/46 CLERKS REPORT**

**46.1 Annual Parish Meeting.** Cllr Gaudencio introduced this item and updated Members on the progress of the group looking at ways of revamping the current format of the Annual meeting. One of the complications this year is that the Clerk has advised Members that in an Election year 'best practice' is not to hold the event prior to the elections in the 'purdah period'. On this basis it would limit the window of opportunity to hold a revamped event post the elections. The Clerk reaffirmed this view had also been expressed at a recent training session he had attended on elections. The Clerk went on to say that it was understood that Members wished to celebrate the achievements of the Council and raise awareness of its work and he had recently received information inviting the Parish Council to have a stall at the May Day celebration in Adastra Park on the 6<sup>th</sup> May which will be 'post elections'. This could provide the opportunity for the Council to inform the public and 'showcase' its work and its achievements and reach out to a larger audience however this would not replace the Annual Parish Meeting.

Members discussed this option and were in favour of pursuing this and requested the Clerk to secure a stall. This event will provide an opportunity for some of the group's ideas to come to fruition which may be more challenging to realise at a formal meeting due to the time limitations in an election year.

The Clerk advised members that the Annual Parish Meeting could follow a similar format to last year prior to the Annual Council Meeting on the 14<sup>th</sup> May 2019 when the Council appoints members to Committees and roles. If this approach was taken it would enable the Council to discharge its responsibilities and facilitate the planning of next year's Annual Parish Meeting.

**46.2 Communications /Promotions.** The Clerk informed Members that in light of issues raised by this Committee at its January meeting further publicity material was produced and circulated to raise the profile of the

Neighbourhood Plan consultation. This consultation closed earlier this week and most of the responses received appear to be supportive of the plan.

In summary since the last meeting of this Committee two press/promotional items have been published regarding the forthcoming elections and seeking to encourage residents to consider becoming a parish councillor (Talk about and website/information boards) some interest has been generated from these articles.

A press release was also published earlier this month regarding the award of the skate park contract to Bendcrete Leisure Ltd. (Website/mailchimp and noticeboards)

All of the above communications were compliant with the Communications policy.

**46.3 Financial Accounts – Budget.** The Clerk introduced a report setting out the budget position as at the 11<sup>th</sup> February 2019. The clerk highlighted a number of cost centres where variances were anticipated and invited further questions from Members.

Members raised a number of detailed questions (14) surrounding specific expenditure and income codes which the Clerk addressed in turn. Members were satisfied with the responses and thanked the clerk for his responses and welcomed the ability to review the detailed budgets to provide them with the opportunity to gain a clearer understanding of the accounts. The Clerk confirmed the intention is to provide these reports quarterly and agreed to explore the option of a detailed budget report being considered alongside future budget proposals when determining annual budgets.

**46.4 Training** – This report updated members on the training undertaken by members and staff in the last financial year. It was agreed that the SSALC training programme for 2019/20 will be brought to a future Policy, Communication and Resources for consideration to identify potential training initiatives. This will be particularly relevant if there is an intake of new Members after the Elections.

**46.5 Chamber Acoustics** – The Clerk informed Members that funds had now been allocated to this initiative by full council therefore this scheme can be developed at a future point.

**PRC18/47 Urgent Matters**

Two items were raised for consideration at future meetings; Standing Orders in relation member conduct and To review the Business Plan. Members expressed the view this should be deferred until post elections.

**PRC18/48 DATE OF NEXT MEETING.** 19 March 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.