

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 March 2020 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Ian Cumberworth
Parish Clerk
11 March 2020

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 23 January 2020 (previously Circulated).

4 PUBLIC PARTICIPATION

5 CLERK'S REPORTS

5.1 Member Induction (Appendix 1)

This report sets out the proposed protocol for member inductions to be considered for adoption. The suggested approach seeks to establish a consistent process in relation to member inductions. The attached papers set out the proposed approach, and includes an induction check list together with a standardised information pack. Member's views are sought on the proposal.

5.2 **Financial accounts – Budget** - This report sets out the summary budget position as per the RBS accounting system as at 3rd March 2020 and is produced for information. (Appendix 2).

The attached report sets out the following detail:

Column	1	Actual spend/income to date
	2	2019/20 Budget
	3	Variance (difference between spend and budget to date)
	4	Balance of budget that remains unspent.

5.3 **Hassocks Parish Councils – Code of Conduct** – The Council adopted its current Code of Conduct protocol in May 2015. Members are requested to periodically review this code to ensure that it remains compliant with current guidance. The proposed protocol document attached is based on the Mid Sussex District Council (MSDC) (May 2019 version) with the original version being based on the MSDC 2015 model. It is necessary for the Parish Council to review its current protocol to ensure it remains aligned with MSDC version. Members are therefore requested to consider the proposed amendments which are highlighted in bold italics within the body of the code and RECOMMEND adoption of the amended code. (Appendix 3)

5.4 **Grants Scheme** Members at full Council last year (PC19/83.2) requested that the Clerk develop a scheme with the option to enable grant applications to be considered twice during the year as opposed to the current arrangement of once a year and to review the current conditions. At present the conditions associated with Hassocks Parish Council grant applications and conditions are quite basic (Appendix 4), it is therefore proposed that Members consider strengthening these and consider the attached draft conditions and application form set out in Appendix 5 which would facilitate the option of considering applications twice during the year.

The document is based on a model document and amended to reflect the requirements of Hassocks Parish Council therefore Members are requested to consider the draft documents and assess whether they meet the needs of the Council with regards to the administration of the grants scheme.

5.5 **Communications – (verbal update)**

6 **Urgent Matters** None.

7 **DATE OF NEXT MEETING** 21 April 2020

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**

9 Pay & Conditions 2020/21 – (Appendix 6)

10 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 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.

Introduction to Induction and Member Training

This Induction pack will be distributed as a hard copy to new Members and electronically, pack will also be accessible via the Parish website. All existing members should have a hard copy of the Induction pack which can be updated when appropriate.

Induction is an important process for any newcomer to Parish Council Business as it is designed to offer support and help new and returning Members to become effective quickly in her/his role.

POLICY for inducting new and returning Members

1. **Stage 1:**

The Clerk and the Chair of the Council should either meet separately or together with new Members, within the first month of the Members' appointment. In addition, the Chair of each Committee should meet with new Members during the first 6 weeks of appointment.

Rationale: New Members will get a flavour of the work of all the committees and will receive a spread of views and start to get to know other Members.

2. **Stage 2:**

Each new Member may request a buddy as his/her mentor. This could continue over a period of a year. (This does not preclude getting support from anyone else s/he chooses at any time.)

Any current Member can volunteer to buddy all the new Members – the names of these 'buddies' should be indicated at a full meeting of the PC.

Rationale: New members will be able to choose someone with whom s/he has a rapport with or who they would like to work with.

3 **Committee membership**

*Councillors will be encouraged by the Clerk to select a first and second choice of preference for membership of a committee. However, if there is a surplus of councillors for particular committees some will be re allocated to another committee *where practicable**

Training and Development

4 **Formal Training**

- All new Councillors are expected to go on SALC training for new Councillors.
- All members of the Planning Committee are expected to go on planning specific training.
- Other training courses for *all* members are also encouraged.

5 Training for Planning Committee

Every member of the Planning Committee will be expected to go on training for Planning / OR in - house training should be arranged for members of this committee.

In house training could potentially be shared with other Parish Councils. A Guide to Probity and Planning should be made available at every meeting to all Members of the Planning Committee.

A few copies of the Mid Sussex District Plan, the current form of the Neighbourhood Plan and National Planning Policy Framework should also be made available.

6 Support for attendance and for training.

Re imbursement of travelling expenses should be claimed.

PROTOCOLS

Political Affiliations

The council does not make decisions based on political party lines. Members are of various political persuasions or none at all.

The Parish Council's Business Plan.

The Business Plan is a key document which shows the work and Priorities of the Council and councillors should familiarise themselves with it.

Agendas

Any Councillor can ask for an item to be put on the agenda. This must be done through the clerk and discussed with the Chair of the relevant committee.

Minutes

It is expected that all councillors will read all minutes. They are encouraged to have knowledge of what is discussed and what decisions are taken across all committees.

Attendance at Committees

Members can ask the Clerk and the relevant Chair of committee to attend a committee which s/he does not normally attend. However, there will be no right to vote.

Apologies for absence should be sent formally to the Clerk of the Committee and these and absence without apology will be recorded at the end of the year, perhaps as an addendum to the Chair's annual report.

Etiquette at Committee meetings

Meetings are to discuss business and to make decisions. Councillors should indicate when s/he wishes to speak and to go through the Chair before speaking on his/her points. All Councillors should listen to and respect the views of others and resist talking over others. Mobile phones should be switched off at meetings.

Committee meetings are open to the public and it is essential that councillors conduct themselves with dignity.

The expectations are laid out in Standing Orders.

Communicating with the public

Members should not engage in social media as a Councillor and should not be sharing Council information on social, spoken or written media. We have a communications policy which gives guidelines for how the business of the Council is communicated to the public.

Your individual views on social media or any spoken or written publication should be made clear as not representing the Council.

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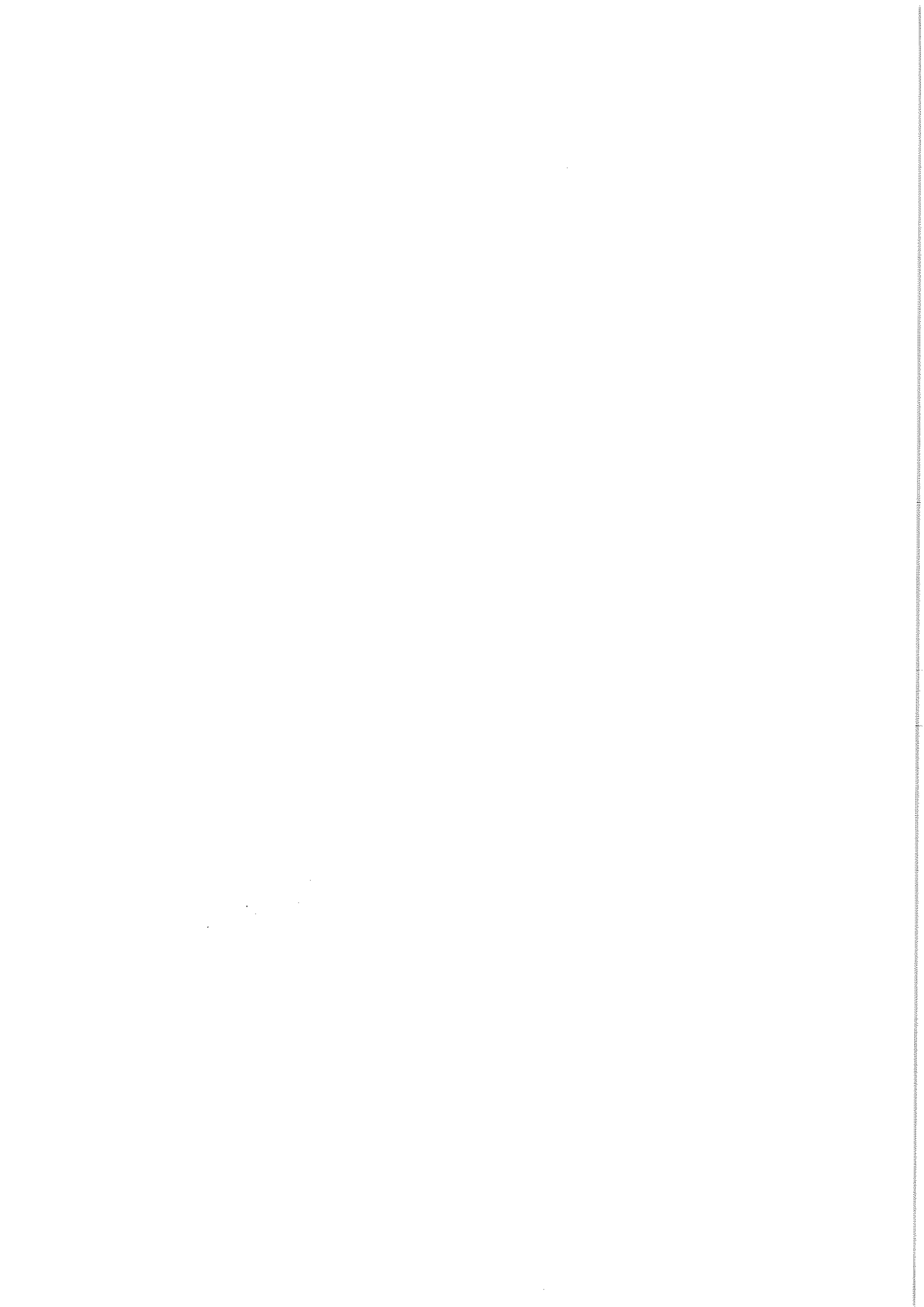
INDUCTION CHECKLIST – HASSOCKS PARISH COUNCIL

Name	Date of joining Council		
	Date of meeting	Further actions	Further actions
Meeting with Chair of HPC			
Meeting with Chair of PR&C			
Meeting with Chair of G&EN			
Meeting with Chair of Planning			
Meetings with Mentor/Buddy			
Induction Pack received			
Standing Orders received			
List of Training Courses received			
The Good Councillor's Handbook received			

HASSOCKS PARISH COUNCIL

DOCUMENTS INCLUDED IN INDUCTIONS PACKS

- 1 SSALC – COUNCILLOR TRAINING PROGRAMME
- 2 LOCAL COUNCIL POWERS & DUTIES
- 3 HASSOCKS PARISH COUNCIL – BACKGROUND
- 4 BUSINESS PLAN 2018 -2023
- 5 THE GOOD COUNCILLOR GUIDE
- 6 CODE OF CONDUCT
- 7 PROTOCOL ON MEMBER/OFFICER RELATIONS
- 8 DECLARATION OF INTERESTS – GUIDANCE NOTES
- 9 GUIDE TO PROBITY & PLANNING
- 10 PLANNING COMMITTEE – TERMS OF REFERENCE
- 11 GROUNDS & ENVIRONMENT COMMITTEE-TERMS OF REFERENCE.
- 12 POLICY RESOURCES & COMMUNICATIONS COMMITTEE- TERMS OF REFERENCE.
- 13 STANDING ORDERS & FINANCIAL REGULATIONS



Detailed Income & Expenditure by Budget Heading 03/03/2020

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>		(1)	(2)	(3)		(4)	
4000 Salaries - All Staff	**	(67,249)	(86,000)	18,751		18,751	
4010 Salaries - Office Cleaning		(1,190)	(1,350)	160		160	
4030 Salaries - Casual Staff		(94)	(750)	656		656	
4035 Salaries - Extra Time		(1,993)	(2,000)	7		7	
4040 PAYE/NI	**	(23,036)	(27,000)	3,964		3,964	
4045 Pension Costs	**	(25,520)	(29,250)	3,730		3,730	
4050 Staff Expenses		(2)	(200)	198		198	
4055 Training Staff	**	(40)	(2,000)	1,960		1,960	
4070 Payroll		(315)	(600)	285		285	
<u>110 Administration</u>							
1076 Precept		280,545	280,545	0			
1090 Bank Interest		958	600	(358)			
4060 Subscriptions		(2,428)	(2,750)	322		322	
4065 Communications/Publications		(1,031)	(2,000)	969		969	
4075 Hospitality		(29)	(100)	71		71	
4100 Rates		(2,711)	(3,500)	789		789	
4120 Web-site & IT Support		(2,118)	(2,500)	382		382	
4130 Telephone		(913)	(1,400)	487		487	
4135 Stationery & Office Supplies		(710)	(2,250)	1,540		1,540	
4140 Insurance		(3,461)	(3,600)	139		139	
4145 Audit Fees		(112)	(1,400)	1,288		1,288	
4150 Professional Fees	**	(793)	(4,000)	3,207		3,207	
4155 PWLB		(5,650)	(8,670)	3,020		3,020	
4160 Bank Charges		(329)	(400)	71		71	
<u>120 Civic</u>							
4200 Chairman's Allowance		(217)	(600)	383		383	
4205 Training - Councillors		(140)	(800)	660		660	
4210 Members Allowances		(64)	(150)	86		86	
4215 Elections	**	0	(6,000)	6,000		6,000	
<u>130 Grants</u>							
1900 Miscellaneous Income		2,954	0	(2,954)			2,954
4250 S137 Grants/Expenditure		(12,777)	(2,750)	(10,027)		(10,027)	10,000
<u>140 Allotments</u>							
1000 Allotment Income		1,440	1,450	10			
4110 Repairs & Renewals		(30)	(500)	470		470	
4300 Water		(168)	(150)	(18)		(18)	
4305 HAHA Funding		(200)	(200)	0		0	
4710 Grounds Projects		(211)	(500)	289		289	

** underspend

03/03/2020

Hassocks Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 03/03/2020

Cost Centre Report

	(1)	(2)	(3)	(4)	
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>150 Burial Grounds</u>					
1020 Burial Fees ***	8,642	5,000	(3,642)		
4110 Repairs & Renewals	(5,025)	(2,000)	(3,025)		(3,025)
4300 Water	(96)	(150)	54		54
4415 Grounds Maintenance Contracts	(3,264)	(2,800)	(464)		(464)
<u>160 Parish Centre/Garage</u>					
4105 Utilities	(844)	(1,600)	756		756
4110 Repairs & Renewals **	(666)	(3,000)	2,334		2,334
4125 Equip incl Comp/Photocopier	(697)	(1,000)	303		303
4300 Water	(295)	(250)	(45)		(45)
4410 Building Maintenance Contracts	(1,120)	(3,500)	2,380		2,380
4700 Grounds Machinery&Equip **	(95)	(2,500)	2,405		2,405
<u>170 Adastra Pavilion</u>					
1040 Adastra Park Income	2,757	3,750	993		
4105 Utilities	(2,375)	(2,225)	(150)		(150)
4110 Repairs & Renewals	(1,077)	(2,750)	1,673		1,673
4115 Fixtures & Fittings	0	(500)	500		500
4125 Equip incl Comp/Photocopier	0	(750)	750		750
4300 Water	(349)	(500)	151		151
4410 Building Maintenance Contracts	(3,995)	(4,750)	755		755
4420 Grounds Supplies	(263)	(350)	87		87
<u>180 Adastra Park Grounds</u>					
1040 Adastra Park Income	5,041	8,000	2,959		
4110 Repairs & Renewals	(51)	(3,000)	2,949		2,949
4415 Grounds Maintenance Contracts	(4,848)	(6,000)	1,152		1,152
4420 Grounds Supplies	(1,153)	(1,500)	347		347
4425 Op W/Shed Project Ad Park	(14,415)	0	(14,415)		(14,415)
4650 Biffa Waste	(1,810)	(1,750)	(60)		(60)
4655 Tree Maintenance	(7,050)	(2,000)	(5,050)		(5,050)
<u>181 Adastra Play Equipment</u>					
4110 Repairs & Renewals **	(407)	(1,500)	1,093		1,093
4415 Grounds Maintenance Contracts	(619)	(700)	82		82
4430 Adastra Park Masterplan	(3,450)	0	(3,450)		(3,450)
<u>182 Adastra Skatepark</u>					
1045 Adastra Park Masterplan	75,000	0	(75,000)		
4430 Adastra Park Masterplan	(100,453)	0	(100,453)		(100,453)
<u>183 Adastra Tennis Courts</u>					
1040 Adastra Park Income	1,703	2,000	297		
4110 Repairs & Renewals	(750)	(225)	(525)		(525)

** underspend

*** increased income

Detailed Income & Expenditure by Budget Heading 03/03/2020

Cost Centre Report

(1) (2) (3) (4)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4420 Grounds Supplies	0	(250)	250		250	
<u>190 Bowling Green</u>						
1040 Adastra Park Income	2,719	3,500	781			
4110 Repairs & Renewals **	(865)	(2,400)	1,535		1,535	
4300 Water	(69)	(100)	31		31	
<u>200 Parklands Copse</u>						
4655 Tree Maintenance	(330)	(750)	420		420	
<u>210 Talbot Field</u>						
4415 Grounds Maintenance Contracts	(200)	(1,000)	800		800	
4655 Tree Maintenance	(250)	(750)	500		500	
<u>220 Street Scene</u>						
1030 Memorial Bench donations	650	0	(650)			
4515 S137/Mobile Refuse Collection	0	(3,000)	3,000		3,000	
4520 Floral Displays	(2,269)	(3,000)	731		731	
4525 Finger Post Maintenance **	0	(1,500)	1,500		1,500	
4530 Bus Shelter Maintenance	(110)	(500)	390		390	
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	
<u>230 Street Lighting</u>						
4110 Repairs & Renewals	179	(11,500)	11,679		11,679	
4600 WSCC Energy	(173)	(4,500)	4,327		4,327	
<u>240 Environmental Improvements</u>						
1050 Street Tree Fund	238	0	(238)			238
4500 Footpaths **	1,500	(3,500)	5,000		5,000	
4510 BHTC Reactive Work	(1,021)	(2,000)	979		979	
4560 S137/The Monday group	(750)	(750)	0		0	
4570 BHTC/WSCC/MSDC Reactive Work	1,500	0	1,500		1,500	
<u>260 Neighbourhood Plan</u>						
4800 Neighbourhood Plan **	(14,433)	(18,000)	3,567		3,567	
<u>270 Parking Discs</u>						
1060 Parking Disc Income	947	875	(72)			
4540 Parking Discs	(800)	(750)	(50)		(50)	

** undarspend

Detailed Income & Expenditure by Budget Heading 03/03/2020

Cost Centre Report

	①	②	③	④	
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>280 Christmas Lights</u>					
4255 Christmas Lights	(3,180)	(3,700)	520		520
Grand Totals:- Income	383,593	305,720	(77,873)		
Expenditure	330,720	305,420	(25,300)	0	(25,300)
Net Income over Expenditure	<u>52,873</u>	<u>300</u>	<u>(52,573)</u>		
plus Transfer From EMR	131,818				
less Transfer To EMR	78,192				
Movement to/(from) Gen Reserve	<u>106,499</u>				

Code of Conduct

Hassocks Parish Council

Review 19 March 2020

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Code of Conduct

Part 1

General provisions

Introduction and interpretation

1. (1) This Code applies to **you** as a member of the Council (***Hassocks Parish Council***). It is your personal responsibility to comply with it. You should read this Code together with the general principles of public life on which it is based and which are set out at in Part 4 of the Code.
- (2) In this Code:
 - 'Meeting' means any meeting of:
 - (a) the parish council, any committees, sub-committee, joint committee, or working group;
 - (d) Members in formal or informal meetings with other members and/or with officers relating to the business of the authority;
 - 'Member' includes a co-opted member and an appointed member.
- (3) If you need guidance on any aspect of this Code you should seek it from the Clerk.

Scope and offences

2. (1) you must comply with this Code whenever you act or appear to act in your official capacity, namely when you:
 - (a) Conduct the business of the parish council (including the business of the office to which you are elected or appointed); or
 - (b) Act, claim to act or give the impression you are acting as a representative of the parish council,
- (2) Where you act as a representative of the parish council:
 - (a) on another authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with your parish council's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.
- (3) It is a criminal offence to fail, without reasonable excuse, to notify the parish council's Clerk of a disclosable pecuniary interest (as defined in

paragraph 4(1), to fail to disclose such an interest at a relevant meeting (where it is not registered or notified), to take part in discussions or votes at meetings, or to take a decision where you have a disclosable pecuniary interest. It is also an offence knowingly or recklessly to provide false or misleading information about pecuniary interests to the parish council's Clerk or the Monitoring Officer of Mid Sussex District Council.

General obligations

3. (1) you must treat others with respect.
- (2) You must not do anything which may cause your authority to breach any of the equality duties (as set out in the Equality Act 2010);
- (3) You must not bully any person;
- (4) You must not intimidate or attempt to intimidate any person who is or is likely to be a complainant or a witness, or involved in any investigation or proceedings about a complaint that a member (including yourself) has failed to comply with his or her authority's code of conduct;
- (5) You must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your council.
- (6) You must not:
 - (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, unless:
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made for the purpose of obtaining professional advice and the recipient agrees not to disclose the information to any other person; or
 - (iv) the disclosure is in the public interest, made in good faith and in compliance with the reasonable requirements of the parish council;
 - (b) prevent another person from gaining access to information to which that person is entitled by law.
- (7) You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
- (8) You must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (9) You must, when using or authorising the use by others of the resources of your parish council:

- (i) act in accordance with your parish council's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes).
- (10) You must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- (11) When reaching decisions on any matter you must have regard to any relevant advice provided to you by the Clerk **where that officer is acting pursuant of his or her statutory duties.**
- (12) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your parish council.

Part 2

Interests

Disclosable pecuniary interests

4. (1) You have a disclosable pecuniary interest in any business of the parish council where it relates to or is likely to affect, in relation to you, your spouse, civil partner or a person living with you as if spouse or civil partner ('the relevant person')
- (i) any employment, office, trade, profession or vocation carried on for profit or gain;
 - (ii) any payment or provision of any other financial benefit (other than from the parish council) made or provided within the preceding 12 months in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a);
 - (iii) any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the parish council under which goods or services are to be provided or works are to be executed and which has not been fully discharged.
 - (iv) any beneficial interest in land which is within the area of the parish council;
 - (v) any licence (alone or jointly with others) to occupy land in the area of the parish council for a month or longer;

- (vi) any tenancy where (to your knowledge) the landlord is the parish council and the tenant is a body in which the relevant person has a beneficial interest;
- (vii) any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of the parish council; and

either:

- (a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
- (b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

(certain words and expressions used in this list are defined in Regulations)

- (2) You have an interest which is a disclosable pecuniary interest as defined by section 30 of the Localism Act 2011 in any business of your parish council where it relates to or is likely to affect anything listed in paragraph 4(1) but any interest which your spouse or partner may have is only treated as your interest if you are aware that your spouse or partner has the interest.
- (3) Any such interest must be disclosed at the start of any meeting at which business relevant to the interest may be discussed or considered. When such an interest arises you must not, unless you have received a dispensation from the Clerk, take part in any discussion or vote in relation to such business and you must leave the room whilst the business is discussed.

Effect of disclosable pecuniary interests on participation

- 5. (1) Where you have a disclosable pecuniary interest in any matter in relation to the business of your parish council-
 - (a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held.
 - (b) you must not exercise functions in relation to that matter, and
 - (c) you must not seek improperly to influence a decision about that matter.

Personal interests

6. (1) You have a personal interest in any business of your parish council where
- (a) it relates to or is likely to affect:
 - (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your parish council;
 - (ii) any body of which you are a member or in a position of general control or management:
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);
 - (iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50;

OR

- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a person described in sub-paragraph (2) to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of your electoral division;
- (2) In sub-paragraph (1) (b), a relevant person is:
- (a) a member of your family or any person with whom you have a close association;
 - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - (d) any body of a type described in sub-paragraph (1) (a) (i) or (ii).

Disclosure of personal interests

7. (1) Subject to sub-paragraphs (2) to (5), where you have a personal interest in any business of your parish council and you attend a meeting of your parish council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent, but only where you are aware or ought reasonably to be aware of the interest.
- (2) Where you have a personal interest in any business of your parish council which relates to or is likely to affect a person described in paragraph 6(1)(a)(i) or 6(1)(a)(ii)(aa), you need only disclose that interest when you address the meeting on that business.
- (3) Where you have a personal interest in any business of the parish council of the type mentioned in paragraph 6(1) (a) (iii), you need not disclose that interest if it was registered more than three years before the date of the meeting.
- (4) Where you have a personal interest but, by virtue of paragraph 13, sensitive information relating to it is not registered in your parish council's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.
- (5) Where you have a personal interest in any business of your parish council and you have made an executive decision (as defined in regulations made under the Local Government Act 2000) in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

Prejudicial interests

8. (1) Subject to sub-paragraph (2), where you have a personal interest in any business of the parish council you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) You do not have a prejudicial interest in any business of the parish council where that business:
- (a) does not affect your financial position or the financial position of a person or body described in paragraph 6;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 4; or
 - (c) relates to the functions of the parish council in respect of:

- (i) housing, where you are a tenant of the parish council provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to, such pay;
 - (iv) an allowance, payment or indemnity given to members;
 - (v) any ceremonial honour given to members; or
 - (vi) setting council tax or a precept.
- (3) The determining of any approval, consent, licence, permission or registration as referred to in paragraph 8(2)(b) shall include the amendment, modification, or variation of any such approval, consent, licence, permission or registration or any condition, limitation or term to which it is subject or the revoking of any approval, consent, licence, permission or registration.

Prejudicial interests arising in relation to overview and scrutiny committees

- 9. You also have a prejudicial interest in any business before an overview and scrutiny committee of the authority (or a sub-committee of such committee) where:**
- (a) that business relates to a decision made (whether implemented or not) or action taken by the authority's executive or another of the authority's committees, sub-committees, joint-committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.**
 - (b) At the time the decision was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) you were present when that decision was made or action was taken.**

Effect of prejudicial interests on participation

- 10. (1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of the parish council:**
- (a) you must, unless you have obtained a dispensation from the Clerk, withdraw from the room or chamber where a meeting considering the business is being held:**

- (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;
 - (b) you must not exercise executive functions in relation to that business; and
 - (c) you must not seek improperly to influence a decision about that business.
- (2) Where you have a prejudicial interest in any business of your parish council, you may attend a meeting only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose.

Dispensations

- 11** (1) The Clerk, on a written request made to the Clerk of the authority by a member, grant a dispensation relieving the member from either both of the restrictions in paragraph 5(1) (a) and 10(1) (a) (restrictions on participating in discussions and in voting), in cases described in the dispensation.
- (2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the Clerk
- (a) considers that without the dispensation the number of persons prohibited by paragraphs 5 and/or 10 from participating in any particular business would be so great a proportion of the body transacting of the business as to impede the transaction of the business,
 - (b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,
 - (c) considers that granting the dispensation is in the interests of persons living in the parish council's area,
 - (d) considers that it is otherwise appropriate to grant a dispensation.
- 3) Paragraph 5 and/or 10 do not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph.

Part 3**Registration of Members' Interests****Registration of members' interests**

- 12.** (1) Subject to paragraph 13, you must, within 28 days of:
- (a) this Code coming into force after being approved by the parish council; or
 - (b) your election or appointment to office (where that is later), register in the parish council's register of members' interests
 - (i) details of your personal interests where they fall within a category mentioned in paragraph 6(1) (a), by providing written notification to the parish council Clerk; and
 - (ii) disclosable pecuniary interests as defined in paragraph 4.
- (2) You must, within 28 days of becoming aware of any new personal or pecuniary interest or a change to any such interest registered under paragraph (1), register details of that new interest or change by written notification to the parish council Clerk.

Sensitive information

- 13.** (1) Where you consider that the information relating to any of your personal or pecuniary interests is sensitive information, and your parish council Clerk agrees, you need not include that information when registering that interest, or a change to that interest.
- (2) You must, within 28 days of becoming aware of circumstances which mean that information excluded under paragraph (1) is no longer sensitive, notify the Clerk so that the information is included in your parish council's register of members' interests.
- (3) In this Code, 'sensitive information' means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or any person may be subjected to violence or intimidation.

Part 4**The General Principles of Public Life****Selflessness**

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Integrity

2. Members should not place themselves in situations where their integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

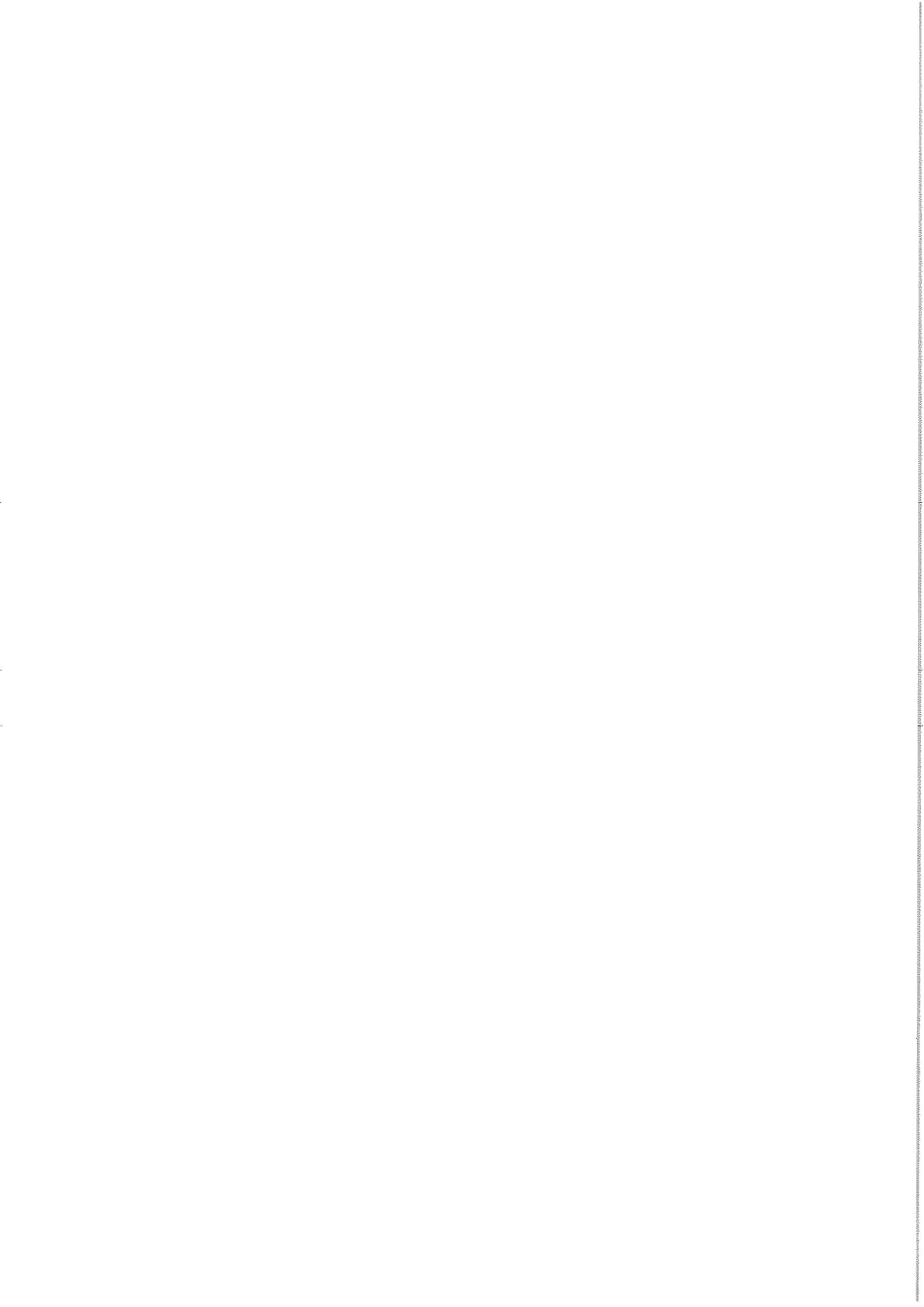
5. Members should be as open as possible about their actions and those of their parish council, and should be prepared to give reasons for those actions

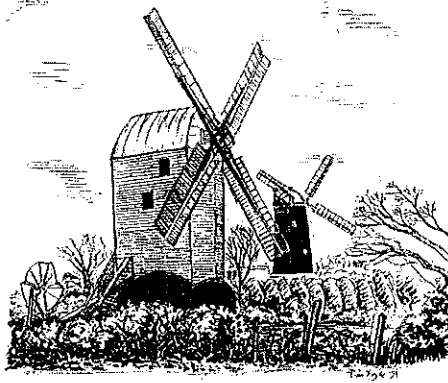
Honesty

6. Members should not place themselves in situations where their honesty may be questioned, should not behave dishonestly and should on all occasions avoid the appearance of such behaviour.

Leadership

7. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.





HASSOCKS PARISH COUNCIL GRANTS PROCEDURE

The council will consider requests for grants and donations from the grants budget annually, normally at the September Council meeting. Notice will be given in Talk About in June that applications need to be in by the end of August.

To be considered, applications will have to be:

On behalf of organisations, and not individuals.

Local, or a local branch of a national organisation serving local needs.

For requests up to £100 a letter giving details of the organisation, and the purpose of the funding will be required.

For requests over £100 the following will be required:

Details of the organisation, membership etc.

An outline of the project the grant is requested for.

A budget showing the makeup of the total cost of the project, other funding sources, the amount being contributed by the applicant, and the contribution requested from the council Timescale of the project.

Who the project will benefit.

If the request is for ongoing funding rather than a single project, details of how the grant will be used in furthering the work of the organisation.

Organisations who receive funding of £500 or more from the council will be asked to report back within a year confirming how the money has been used. Grants are conditional on the funding being used for the stated purpose, and any grant unspent within a year must be returned.

Clerk



HASSOCKS PARISH COUNCIL GRANT APPLICATION

Page 1

For grant applications of up to £100

Name of organisation

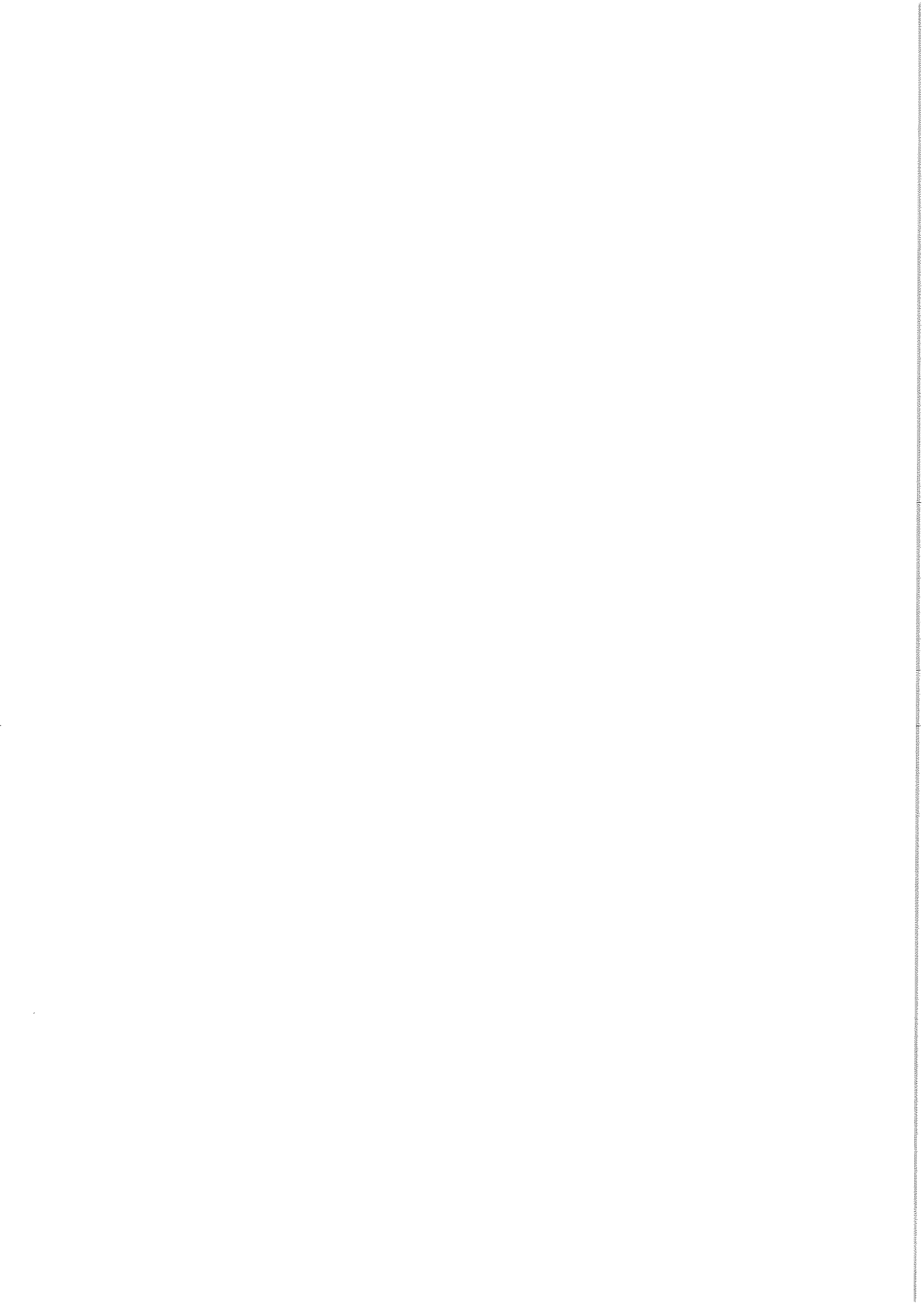
Contact name and address

Contact telephone number

Contact email address

Purpose of the organisation

Details of amount requested
and the purpose of the funding



HASSOCKS PARISH COUNCIL GRANT APPLICATION

Page 1

For grant applications of over £100

Name of organisation

Contact name and address

Contact telephone number

Contact email address

Purpose of the organisation

Details of membership

Details of project for which grant is requested

HASSOCKS PARISH COUNCIL GRANT APPLICATION

Page 2

For grant applications of over £100

Budget:

Total cost of the project

Contribution by applicant

Details of any other funding

Amount of grant requested from the Parish Council

Timescale of the project

Who the project will benefit

If the grant request is for ongoing funding rather than a single project, give details of how the grant will be used in furthering the work of the organisation.

HASSOCKS PARISH COUNCIL
PARISH CENTRE
ADASTRA PARK
KEYMER ROAD
HASSOCKS BN6 8QH

Hassocks Parish Council Community Grants Scheme 2020/21

Hassocks Parish Council is pleased to announce that we are now inviting applications for community grants for 2020/21. Projects must be achievable within a year and grants are for a maximum of £xxxx each.

The Council has powers to give financial aid under various statutes, notably the Local Government Act 1972:

- S137 in respect of expenditure for purposes not otherwise authorised, which are considered to be in the interests of, and bringing direct benefit to the area and its community

There is a limited budget each year for grants and the amounts requested can sometimes exceed the fund available. It is therefore important that all questions on the application form are answered as fully as possible to provide a detailed description of your proposed project/activity.

All grants are at the discretion of the Council. The Council is not bound by previous decisions, and retrospective grants will not be considered.

Once awarded the Council will require written confirmation of how the grant has been spent. This may include a report, photographs, copies of receipts etc. This must be provided by the end of the financial year.

Applications will be considered twice yearly by Council in September and February.

The Council support voluntary and charitable organisations that provide services of direct benefit to the residents of the parish. The granting of funds will be considered in line with the aims and priorities set out within the Councils Business Plan:

- Our Neighbourhood Plan
- Engaging with the Community
- A great place to live, work and enjoy
- A Parish for all
- Connecting our village
- Our staff and ourselves

Applications should consider

- The benefit to the local community
- Increasing local peoples engagement and interest in local democracy
- Promoting involvement in community life.
- Bringing together people from different backgrounds.
- Reducing inequalities.
- Supporting individuals with disabilities.

- Engaging young people in positive activities.
- Supporting the needs of the elderly.

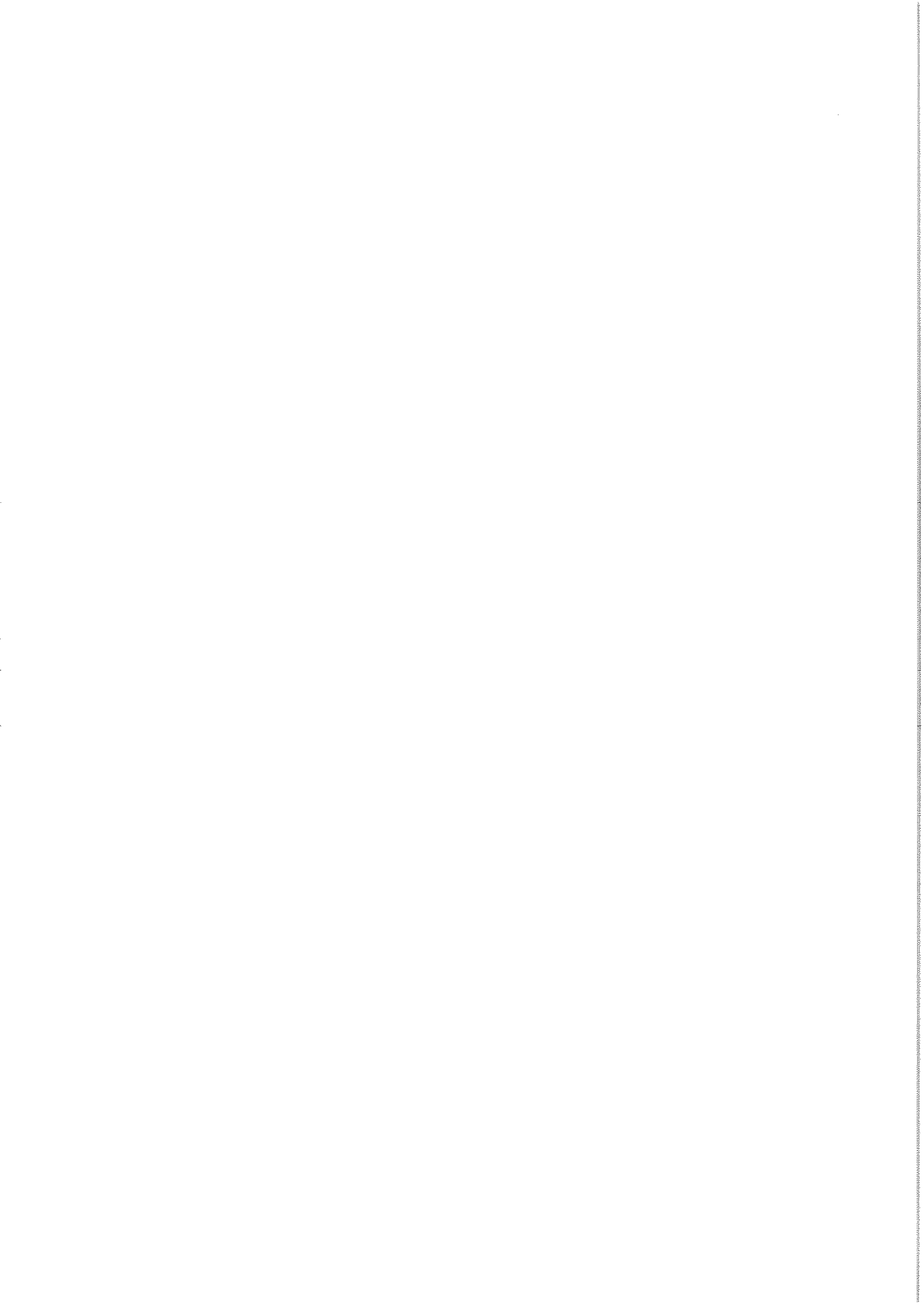
Each award is considered as a 'one off' grant and are therefore limited .However, this should not deter groups from applying. Applications will be particularly welcome from:-

- Voluntary groups/organisations that provide services to other people
- Voluntary groups/organisations that support disadvantaged people to access something they could not otherwise access.
- Applications to purchase items that will be shared by many
- Different and innovative events or projects that benefit the community

DATA

GRANT CONDITIONS.

- Grants will only be made to organisations (not individuals) with bank accounts.
- Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- Applications from education, health or social services establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community.
- Only voluntary or not for profit organisations will be considered.
- The organisation must provide, or propose to provide, an activity or service that is considered to be clearly needed by the local community or by a particular group of residents.
- All applications must specify a specific item(s)/purpose to be funded.
- No organisation will be allowed more than one application in any one financial year of the Council. (April 1st – March 31st)
- Any money granted will be paid directly to the organisation and not to any individual or private bank account.
- Once paid, the money must be used for the intended purpose and for no other unless so specifically approved by the Council.
- Hassocks Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application.
- The recipient organisation should acknowledge Hassocks Parish Council as a funding source in any promotional matters.
- The Grant budget will be determined in advance of the financial year and will not normally be exceeded.
- All grant requests must be made on the appropriate form.



HASSOCKS PARISH COUNCIL

GRANT APPLICATION 2020/21

CONTACT DETAILS

Name of Group/Organisation

Address:

Post Code:

Email:

Tel No:

Contact Person

Title:	First Name:
Surname:	Position held in Group:
Email:	Telephone No:

ABOUT YOUR ORGANISATION

What type of organisation are you? Please tick all the boxes that apply:

- Community group/club/society Company Limited by Guarantee/CIC
Registered Charity Other

If other, please describe:

Charity Registration Number

Purpose of your community group/organisation and how are you financed?

Please enclose a copy of your constitution. If you are not a registered charity you **must** enclose a copy of your constitution.

If you are a branch of, or related to, a larger organisation, please give details:

ABOUT YOUR PROJECT/SERVICE

Project Title

Briefly describe your project to enable the Parish Council to understand how its grant will be used:

How many people from the parish of Hassocks will directly benefit from your project?

Have you received grant funding from Hassocks Parish Council in the past three years? If so could you please give details of how much funding you have received (broken down annually)

Please provide a summary breakdown of what the money will be used for. We need this information to fully assess your application. If you have a project budget or have received estimates/quotations please enclose copies:

Item/Activity	Estimated Cost

Please provide a summary of funding sought from other sources if applicable.

Funding source	Estimated Grant

How much of the organisation's own money will be used towards funding this project?

£ _____

How much funding are you seeking from the Parish Council?

£ _____

Does your total project expenditure include or exclude VAT?

FINANCIAL DETAILS

You must include an up to date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves which would cover the cost of delivering the project you are seeking grant funding for you must provide an explanation as to why this project cannot be supported from your own funds.

DECLARATION

I am/ we are authorised to submit this application on behalf of the Group/organisation and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Hassocks Parish Council gives a grant, we agree to use it only for the purpose given and according to any conditions specified. We understand that within twelve months after payment of a grant, we are expected to provide Hassocks Parish Council with a report/evidence on the progress of this project and how the money has been spent.

Signature (Please: Print name) Position held:	Date:
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If a grant is awarded, please state who the cheque should be made payable to:

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation. Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p>I have: (Please tick)</p>	<p><input type="checkbox"/> answered every question</p> <p><input type="checkbox"/> enclosed a copy of our latest accounts and/or treasurer's statement</p> <p><input type="checkbox"/> Signed the Declaration</p>
---	--

GRANT REQUESTS

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS. APPLICATIONS MUST BE SUBMITTED WELL IN ADVANCE OF YOUR PROJECT TAKING PLACE IN ORDER TO BE CONSIDERED AT THE APPROPRIATE MEETING

Completed Application Forms should be returned to:

The Parish Clerk, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH
Tel: 01273 842714 email: info@hassocks-pc.gov.uk

Hassocks Parish Council will consider funding applications in 2020/21 at the following Full Council meetings. All applications must be submitted at least two weeks prior to the relevant meeting. No grant funding will be given retrospectively:

Date of meeting	Application receipt deadline
September 2020	August 31st 2020
February 2021	January 31st 2021

Privacy Notice for Grant Applicants

Hassocks Parish is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Parish Centre, Adastra Park, Keymer Road, Hassocks, BN6 8QH.

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1st April to 31st March.

Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at www.info@hassocks-pc.gov.uk

If you agree to Hassocks Parish Council using and retaining your personal information contained on the grant from above to consider your grant application please tick the boxes below:

- Name:
- Address:
- Email:
- Phone:

DATE: _____

