



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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24th July 2013

To Councillors:

John Bailey; Calvin Bird; Jordan Ness; Jonathan Rich (Vice-Chair), David Walker; John Whittock (Chair)

You are hereby summoned to attend a meeting of the Policy & Personnel Committee of Peasedown St John Parish Council at the Beacon Hall on **Tuesday 30th July 2013 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk

AGENDA

Meeting of the Policy & Personnel Committee

7.00pm

Public Session - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general.** Please be aware that if matters are raised not related to this agenda they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason. Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

****PLEASE REFRAIN FROM USING MOBILE TELEPHONES IN THE COUNCIL CHAMBER AND ENSURE THAT THEY ARE SET TO EITHER "SILENT" OR "OFF"*****

P&P015 – 30/07/2013 Apologies for Absence

To receive and approve, if necessary, any apologies for absence.

P&P016 – 30/07/2013 Declarations of Interest

To receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.

Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.

P&P017 – 30/07/2013 Minutes

- i. To consider and approve the minutes of the Planning & Personnel Committee meeting held on 16th June 2013 (pre-reading appendix A).
- ii. To review updated copy of the actions register (pre-reading appendix B).

P&P018 – 30/07/2013 Items for Urgent Report

Items which, in the opinion of the Chair, should be reported on as a matter of urgency.

P&P019 – 30/07/2013 Personnel Sub-Committee

To receive an update from the Personnel Sub-Committee in relation to matters discussed at their meetings on 8th July 2013 and 24th July 2013 (pre-reading appendix C).

P&P020 – 30/07/2013 Parish Council Policies

To review the draft Disciplinary Policy, Grievance Policy, Health & Safety Policy, and Equal Opportunities and Anti-Discrimination Policy as recommended for adoption by the Personnel Sub-Committee (pre-reading appendix D).

P&P021 – 30/07/2013 Staff Contracts

To consider request from the Personnel Sub-Committee regarding powers to review staffing contracts and hours required to make recommendations to the Finance & Amenities Committee for discussion at their meeting on 6th August 2013 and Full Council on 3rd September 2013.

P&P022 – 30/07/2013 Newsletter

To review draft newsletter and opportunity to provide feedback to the Clerk (pre-reading appendix E).

P&P023 – 30/07/2013 Standing Orders

To receive update from the Advisory Panel reviewing Standing Orders.

P&P024 – 30/07/2013 Councillor ‘Away Day’, Parish Plan & Quality Council Status

To review the summary produced from the Councillor ‘Away Day’ including consideration of the suggestions for the Parish Plan and S106/Project Spend (pre-reading appendix F). To also consider working towards Quality Parish Council status and associated timescales.

P&P025 – 30/07/2013 Councillor Training

To receive update from the Clerk on Councillor training options.

P&P026 – 30/07/2013 Date and Time of Next Meeting

The date of the next Policy & Personnel Committee meeting is scheduled to be held on Tuesday 10th September at 7pm at the Beacon Hall.