



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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27th January 2016

To Councillors:

Tom Clifford; Andrew Fraser; Simon Kidd; Lesley Mansell (Vice-Chair); Jordan Ness; Jonathan Rich (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 2nd February 2016 at 6.30pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk

AGENDA

Meeting of the Policy & Personnel Committee

6.30pm

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"*****

Please be aware that the meeting may be recorded with the aim of facilitating the production of the minutes. This is subject to all present being happy to proceed. Any recording made will be deleted once the minutes are agreed.

P&P046 – 02/02/2016 Apologies for Absence

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

P&P047 – 02/02/2016 Declarations of Interest

To receive any declarations of Members' Interests in any items 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&P048 – 02/02/2016 Minutes

- i. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 3rd December 2013 (pre-reading appendix Ai).
- ii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 25th March 2014 (pre-reading appendix Aii).
- iii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 7th April 2015 (pre-reading appendix Aiii).
- iv. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 29th October 2015 (pre-reading appendix Aiv).
- v. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 1st December 2015 (pre-reading appendix Av).
- vi. To review updated copy of the actions register (pre-reading appendix B).

P&P049 – 02/02/2016 Items for Urgent Report

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

P&P050 – 02/02/2016 Governance Planning Cycle

To receive update on actions linked to the annual governance planning cycle and to ensure progress is running to plan or suitably accounted for (pre-reading appendix C).

P&P051 – 02/02/2016 Filming and Recording of Meetings

To consider the legislation associated with the filming and recording of council meetings with a view to producing a specific policy/procedure and incorporating the necessary detail into Standing Orders (pre-reading appendix D).

P&P052 – 02/02/2016 Communications Update

To receive update from the Clerk regarding the following areas of communication:

- i. Newsletter.
- ii. Press releases.
- iii. Websites (Parish Council and Beacon Hall) –updating of website with current provider.
- iv. Social media (Parish Council and Beacon Hall Facebook page).
- v. Email – including update on providing parish councillor email addresses.
- vi. Councillor surgeries.
- vii. Welcome pack.
- viii. Other – to receive update on pdf software for reports pack creation.

P&P053 – 02/02/2016 Health & Safety

To receive an update on the Health & Safety audit going forward.

P&P054 – 02/02/2016 Risk Register & Governance Document

To receive short presentation on the Risk Register and how it relates to the Governance Document and to make any associated decisions.

P&P055 – 02/02/2016 Review of Finances 2015/16

To consider report on financial spend against budget for the 2015/16 financial year for those budgets specifically linked to the Policy & Personnel Committee (pre-reading appendix E).

P&P056 – 02/02/2016 Calendar of Meetings & Terms of Reference

To consider proposals for reducing the number of council meetings and subsequent proposals for amendments to the Terms of Reference and Delegations (pre-reading appendix F).

P&P057 – 02/02/2016 Date and Time of Next Meeting & Future Agenda Items

The date of the next Policy & Personnel Committee meeting is to be determined.