



## PEASEDOWN ST JOHN PARISH COUNCIL

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3<sup>rd</sup> June 2015

### To Councillors:

Tom Clifford; Andrew Fraser; Lesley Mansell; Jordan Ness; Jonathan Rich

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 9<sup>th</sup> June 2015 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"\*\*\***

**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&P001 – 09/06/2015 Election of Chair and Vice-Chair**

To receive nominations and to elect a Chair and Vice-Chair of the Policy & Personnel Committee.

#### **P&P002 – 09/06/2015 Apologies for Absence**

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

#### **P&P003 – 09/06/2015 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&P004 – 09/06/2015 Minutes**

- i. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 3<sup>rd</sup> December 2013 (pre-reading appendix Ai).
- ii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 25<sup>th</sup> March 2014 (pre-reading appendix Aii).
- iii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 7<sup>th</sup> April 2015 (pre-reading appendix Aiii).
- iv. To review updated copy of the actions register (pre-reading appendix B).

### **P&P005 – 09/06/2015 Items for Urgent Report**

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

### **P&P006 – 09/06/2015 Personnel Sub-Committee**

To appoint a Personnel Sub-Committee to work with the Clerk under the previously agreed Terms of Reference and Delegations.

### **P&P007 – 09/06/2015 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&P008 – 09/06/2015 Policy and Procedures**

To review the Parish Council's policy register and to consider the way forward on those policies outstanding. To consider suggestions and options for the recording of procedures.

### **P&P009 – 09/06/2015 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&P010 – 09/06/2015 Standing Orders**

Further to discussions at the last Full Council meeting, to review the current Standing Orders to ensure any new aspects from the NALC Model Template are appropriately covered and make any recommendations for items more suitably covered under procedures.

### **P&P011 – 09/06/2015 Parish Plan**

To re-visit the Parish Plan and review the key points previously identified alongside the allocation of responsibility to specific Council Committees. To consider next steps and any associated recommendations (pre-reading appendix E).

### **P&P012 – 09/06/2015 Communications Update**

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

- i. Newsletter – including reviewing draft copy and consideration of delivery options
- ii. Press releases
- iii. Websites (Parish Council and Beacon Hall)
- iv. Social media (Parish Council and Beacon Hall Facebook page)
- v. Email
- vi. Councillor surgeries
- vii. Welcome pack
- viii. Other

### **P&P013 – 09/06/2015 Health & Safety**

To receive an update on action points identified following the Health & Safety audit and to make any associated decisions, including consideration of auditor appointment for 2015/16.

**P&P014 – 09/06/2015 Councillor & Staff Training**

To receive update from the Clerk on Councillor and staff training and make associated decisions as required.

**P&P015 – 09/06/2015 General Power of Competence**

To discuss the General Power of Competence and to consider recommendations to Full Council as to whether this is something that should be worked towards in the future.

**P&P016 – 09/06/2015 Committee Functions and Associated Workloads**

To consider the proposed amendments to the Council Committees Terms of Reference and Delegations, also the frequency of meetings and suggested minimum/maximum agenda topic cycles. This to be considered in conjunction with workloads and suggestions for improvements.

**P&P017 – 09/06/2015 Resolution Relating to Confidential Nature**

To pass a resolution that in accordance with Standing Order 3d, in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

**P&P018 – 09/06/2015 Staff Issues**

If required: Discussion of staffing matters with particular reference to resource and workload planning.

**P&P019 – 09/06/2015 Resolution to Revert to Public Session**

To pass a resolution that the meeting is put back into public session.

**P&P020 – 09/06/2015 Date and Time of Next Meeting & Future Agenda Items**

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