



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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26th November 2014

To Councillors:

Calvin Bird; Tom Clifford; Jordan Ness (Vice-Chair); Jonathan Rich (Chair); Kathy Thomas; John Whittock

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 December 2014 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&P050 – 02/12/2014 Apologies for Absence

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

P&P051 – 02/12/2014 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&P052 – 02/12/2014 Minutes

- i. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 22nd October 2013 (pre-reading appendix Ai).
- ii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 3rd December 2013 (pre-reading appendix Aii).
- iii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 25th March 2014 (pre-reading appendix Aiii).
- iv. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 5th August 2014 (pre-reading appendix Aiv).
- v. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 14th October 2014 (pre-reading appendix Av).
- vi. To review updated copy of the actions register (pre-reading appendix B).

P&P053 – 02/12/2014 Items for Urgent Report

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

P&P054 – 02/12/2014 Communications Update and Policy Review

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

- i. Newsletter
- ii. Press releases
- iii. Websites (Parish Council and Beacon Hall)
- iv. Social media (Beacon Hall Facebook page)
- v. Email
- vi. Councillor surgeries
- vii. Welcome pack
- viii. Other

To also include review of the Parish Council's Communications Policy in particular relation to the newsletter and to consider any suggested amendments.

P&P055 – 02/12/2014 Parish Office ICT

To receive update on information and communications technology at the Parish Office/Beacon Hall and consider options for improvements.

P&P056 – 02/12/2014 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&P057 – 02/12/2014 Councillor & Staff Training

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

P&P058 – 02/12/2014 Councillor 'Away Day'

To review information and suggestions from the annual Parish Councillor 'Away Day' and make recommendations to other Committees/Full Council.

P&P059 – 02/12/2014 Project Action Items Priorities

To consider responses from the Parish Council Committees regarding their project priority requests and to establish an overall priority listing for action (pre-reading appendix D).

P&P060 – 02/12/2014 Transfer of Persimmon & Taylor Wimpey Land within the Parish

To review the report on the pieces of land identified for possible adoption transfer from Persimmon and Taylor Wimpey to the Parish Council. To consider the appropriate resource required to undertake the necessary maintenance works taking into account the sites and potential issues identified by the Planning & Environment Committee and Parish Caretakers. To decide on next steps and any further investigation required.

P&P061 – 02/12/2014 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&P062 – 02/12/2014 Staff Issues

Discussion of staffing matters. To include possible deputy assignments for insurance purposes and consideration of extra resource to cover additional Parish Caretaker/Steward type duties. Also to consider suggested amendment to Clerk's job description relating to communications and the newsletter.

P&P063 – 02/12/2014 Resolution to Revert to Public Session

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

P&P064 – 02/12/2014 Date and Time of Next Meeting & Future Agenda Items

The date of the next Policy & Personnel Committee meeting is scheduled to be held on Tuesday 3rd February 2015 at 7.00pm at the Beacon Hall. Items to be considered for inclusion on this agenda to be submitted to the Clerk prior to 23rd January 2015.

Pre-reading, where indicated, will be made publicly available on the Parish Council website (apart from those items considered to have commercial or personal sensitive content). For items where pre-reading is not specified, relevant documentation may be uploaded to the website or tabled at the meeting, if and when it becomes available.