



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Policy & Personnel Committee Meeting held on Tuesday 5th August 2014 at 7.30pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Calvin Bird, Jordan Ness (Vice-Chair)

Cllr. Andrew Fraser was also present at the meeting, in his capacity as Chair of Full Council, providing him with full voting rights.

Cllr. Kathy Thomas was also present at the meeting and as not formally appointed to this Committee was able to join in discussions but was unable to vote.

In attendance:

Tanya West – Parish Clerk

Public Session

No members of the public were present at the meeting.

The meeting actually commenced at 7.40pm due to being preceded by a Planning & Environment Committee meeting.

Minute Ref.	Agenda Item	Action
P&P018 – 05/08/2014	Apologies for Absence Apologies for absence were received from Cllrs. Tom Clifford and Jonathan Rich who were both absent due to being away on holiday, also from Cllr. John Whittock who had a previous appointment. Discussions were held regarding accepting and approving minutes versus noting them; it was resolved they be noted only and that this practice should become standard but would require further discussion at Full Council.	Clerk
P&P019 – 05/08/2014	Declarations of Interest No additional interests, to those already disclosed to the Monitoring Officer, were declared.	
P&P020 – 05/08/2014	Minutes i. The minutes of the Policy & Personnel Committee meeting held on 22 nd October 2013 were not yet available so their approval would be deferred until the next meeting. ii. The minutes of the Policy & Personnel Committee meeting held on 3 rd December 2013 were not yet available so their approval would be deferred until the next meeting. iii. The minutes of the Policy & Personnel Committee meeting held on 25 th March 2014 were not yet available so their approval would be deferred until the next meeting. iv. The minutes of the Policy & Personnel Committee meeting held on 17 th June 2014 were agreed by all those present at that meeting and were duly signed by the Vice-Chair as a true and correct record of the meeting. v. The up-dated actions register would be circulated by e-mail.	Clerk Clerk Clerk Clerk
P&P021 – 05/08/2014	Items for Urgent Report There were no items for urgent report.	
P&P022 – 05/08/2014	Pensions The Clerk advised that the 'model' guide for the Discretionary Polices to incorporate	

	<p>the changes to the Local Government Pension Scheme from 1st April 2014 had just been issued. A copy of the Avon Pension Fund Employer Factsheets 04 and 04A had been circulated as Cllr. pre-reading and were discussed at the meeting. The Clerk was requested to confirm with Avon Pension Fund whether it was acceptable to state that Peasedown St. John Parish Council do not intend to apply any of these policies and as such do not intend to make financial provisions for them. It was suggested that the Parish Council insurance brokers are contacted to see if the insurance policy would cover for this if in the event it was ever decided to apply any of these policies.</p> <p>Due to his extensive experience in pensions, the Clerk was also requested to ask Cllr. John Bailey if he would be willing to read the documents and provide feedback.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk JB</p>
P&P023 – 05/08/2014	<p>Health & Safety</p> <p>The Clerk advised the report from the Health & Safety auditor had not yet been received; but the Parish Office had continued to arrange resolution for the issues identified during the audit visit.</p>	<p>Clerk</p>
P&P024 – 05/08/2014	<p>Communications Update</p> <p>The following updates were received:</p> <ol style="list-style-type: none"> i. Newsletter - The Summer 2014 newsletter had been delivered and feedback was positive; the 'dogs on leads' policy questionnaire had generated numerous responses which would be considered by the Finance & Amenities Committee in due course. ii. Press Releases –Wellow Lane S106 Projects tender adverts had been published in the local press. iii. Websites – Cllr. Kathy Thomas reported that she had sat with the Clerk to view the website updating process and had confirmed it was very slow. This was due to a combination of the process and the internet speed. The Clerk was requested to investigate improving the internet performance along with software that would assist such as PDF Fusion which would then result in only one file having to be uploaded rather than numerous files. iv. Social Media – The Beacon Hall Facebook page had gone 'live' and had received several 'likes'. The content will be monitored by the Parish Office with emails being generated to the Beacon Hall email address for every posting/comment which will be responded to appropriately. v. E-mail – No further action had been taken regarding individual Councillor e-mail addresses since the last meeting. vi. Councillor Surgeries – No further action had been taken regarding Councillor Surgeries. The Clerk advised she would investigate into purdah regulations to be prepared when nearing the election next year. vii. Welcome Pack – Cllr. Jordan Ness requested two Welcome Packs to issue to two new residents of Belle Vue Close. viii. Other – No additional communication items were raised. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk JN</p>
P&P025 – 05/08/2014	<p>Risk Register</p> <p>The Clerk advised that item 1.6 on the Risk Register (<i>failure to protect against loss of records (paper and electronic) through theft or fire</i>) had been valued at a net risk of 54 points identifying it as an area for concern. The Clerk had started to investigate options with regards to having the Parish Office computer files saved and backed up by a secure off-site facility. This would negate the need for the Clerk to undertake back-ups which are becoming increasingly time consuming and would ensure a much greater level of protection. A quotation had been received from Microshade VSM, which also provided a hosted solution package meaning that software and files would be accessed via a Citrix logon via the internet. This has the advantage of being able to access files and software from any PC so long as there is an internet connection but the disadvantage that some of the software being used by the Parish Office is not supported by the supplier. The Clerk was requested to make further investigations and quotations and to report back at a future meeting.</p>	<p>Clerk</p>
P&P026 – 05/08/2014	<p>Governance Planning Cycle</p> <p>The Clerk read out the items due to be actioned during August and updated as</p>	

	<p>follows:</p> <ul style="list-style-type: none"> ➤ Review of risk assessments – ongoing as part of regular working practices. ➤ Staff reviews – to be actioned will be discussed further at the Personnel Sub-Committee. ➤ PAT testing – this was already actioned in January 2014 and so not due again until 2015. ➤ Asset verification and review of estates, including any necessary tree works – had been actioned for audit earlier in the year, but is due to be reviewed in sections throughout the next few months, including tree surveys. ➤ Investigating results from Away Day (obtaining quotations etc.) – as Away Day has not taken place this is unable to be completed so will be deferred. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
P&P027 – 05/08/2014	<p>Councillor & Staff Training</p> <p>The Clerk provided a verbal report on recently undertaken and upcoming training. The allotments course due to be attended by Administration Officer, Debbie Parish, had been cancelled. Alternative dates would be issued in due course. It is intended for the Parish Office staff to commence the Introduction to Local Council Administration Course in September. Cllrs. Jonathan Rich and Karen Walker had attended an ALCA-run Chairs training course at Saltford Village Hall on 8th July 2014.</p>	<p>Clerk</p> <p>Clerk</p>
P&P028 – 05/08/2014	<p>Councillor ‘Away Day’</p> <p>The annual Parish Councillor ‘Away Day’ was considered noting it was an opportunity for Councillors to discuss possible plans and projects for the future. A date of Saturday 13th September was proposed; the Clerk was requested to email out to all Councillors to obtain confirmation on availability.</p>	<p>Clerk & All Cllrs.</p>
P&P029 – 05/08/2014	<p>Resolution Relating to Confidential Nature</p> <p>In accordance with Standing Order 3d and in view of the confidential nature of the business to be transacted, it was resolved that the press and public be temporarily excluded from the meeting</p>	
P&P030 – 05/08/2014	<p>Staff Issues</p> <p>The Clerk raised the issue of additional labour to assist the Parish Caretaker for installing the dog-proof fence on the Recreation Ground and to cover whilst he is on annual leave in August. The Clerk explained that the insurance brokers had stated that casual labour is covered under the Council’s insurance policy in a similar way to employees; with tasks undertaken being instructed by the Caretaker and that the individuals being aware of the relevant risks and health and safety implications, with correct personal protection equipment used. It was agreed to utilise Drew Davis to cover whilst the Caretaker was on annual leave and for all casual labour engaged in the future having to read and sign a copy of the Parish Council’s Health & Safety policy and for the Parish Office to hold on file relevant copies of their documents such as driving licences, operatives licences etc.</p> <p>The Clerk stated that NALC had not yet released their salary figures for 2014/15 and so the Personnel Sub-Committee had not yet met. Future staffing requirements was raised as an additional item for discussion by the Personnel Sub-Committee and the Personnel Advisory Panel. Cllr. Kathy Thomas requested to be included in Personnel Advisory Panel meetings.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
P&P031 – 05/08/2014	<p>Resolution to Revert to Public Session</p> <p>It was resolved to put the meeting back into public session.</p>	
P&P032 – 05/08/2014	<p>Date and Time of Next Meeting & Future Agenda Items</p> <p>The date of the next Policy & Personnel Committee meeting is scheduled to be held on Tuesday 7th October 2014 at 7.00pm at the Beacon Hall. Items to be considered for inclusion on this agenda to be submitted to the Clerk prior to 26th September 2014.</p>	<p>Clerk</p>

The meeting closed at 9.21pm

Signed..... Date.....