



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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www.peasedownstjohnparishcouncil.gov.uk

Minutes of the Executive Committee Meeting held on Tuesday 4th June 2019 at 7.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Jo Davis; Simon Kidd; Claire Parfitt; Jonathan Rich (Vice-Chair); Kathy Thomas (Chair).

In attendance:

Tanya West – Parish Clerk

Public Session: Cllr. Conor Ogilvie-Davidson was present at the meeting. However, in accordance with recent councillor training, as he is not a member of the Committee, he could only be in attendance in the capacity as a member of the public.

Minute Ref.	Agenda Item	Action
EC001 – 04/06/2019	Election of Chair In accordance with the Terms of Reference and Delegations document; it was resolved to appoint the Chair and Vice-Chair of Full Council as the Chair and Vice-Chair of the Executive Committee.	
EC002 – 04/06/2019	Apologies for Absence Apologies had been received from Cllr. Andrew Larcombe due to being away on holiday and so in accordance with Standing Orders he had nominated Cllr. Jo Davis as his substitute. This apology was duly noted.	
EC003 – 04/06/2019	Declarations of Interest No further interests, to those already disclosed to the Monitoring Officer, were declared.	
EC004 – 04/06/2019	Minutes & Actions i. The minutes of the Executive Committee meeting held on 12 th June 2018 had been circulated in advance of the meeting; it was resolved that they be accepted as a true and correct record of the meeting and were duly signed by the Chair. ii. The actions raised at the last meeting were completed except for chasing up of the invoice for the installation cost for the village entrance sign.	Clerk
EC005 – 04/06/2019	Items for Urgent Report Councillors had reported there had been comments on social media regarding the length of grass at Ashgrove Cemetery. This was briefly discussed, and it was noted that the grass was cut every fortnight and was due to be cut this week. The Caretakers had also been weeding the flower beds this week. It was raised that it would be helpful for councillors to be aware of the mowing cycles i.e. which open spaces were due to be mowed when for aiding response to future queries. It was also noted that positive feedback on the cemetery is received much more than negative comments. Any relating concerns would be picked up via the Clerk Liaison Panel or the Burial Committee.	
EC006 – 04/06/2019	Advisory Panel It was resolved to reappoint an Executive Committee Advisory Panel , made up	Clerk

	of all members of the Committee, to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference detailed on the Advisory Panel Form (see appendix EC006i).	
EC007 – 04/06/2019	Executive Committee Related Policies The Strategic Documentation Register was reviewed, and it was noted that the Executive Committee will review at least one policy at each Advisory Panel meeting taken from the list of those assigned to the committee and some of those allocated to Full Council. The Clerk to provide suggestions of required changes to each policy and provide a draft procedure ready for each meeting. The July Advisory Panel will review the draft Formal Complaints Procedure document, which the Clerk had already commenced writing.	Clerk
EC008 – 04/06/2019	Order of Known Business The Order of Known Business document was reviewed and councillors put their names forward for the projects they would like to ‘champion’ and work with the Parish Office in obtaining relevant information and quotations for making recommendations for consideration by Council. The Clerk to update the document accordingly for presentation at the next Full Council meeting.	Clerk
EC009 – 04/06/2019	Correspondence and Communication i. The pre-reading report provided options as to how councillors could receive updates/information/emails from the Parish Office. These were discussed, and it was agreed that as every councillor will have differing requirements it would be best to distribute the information in the most time effective way for the Parish Office. ii. It was agreed that the Clerk would prioritise those emails from parish councillors and will send a response by the next working day; even if it states that an answer to their query will take longer to investigate and provides an estimated date of a full response. iii. Councillor direct email addresses will be added to the website by the Clerk as soon as possible. Emails received by councillors are to be responded to in accordance with information provided at councillor training and parish council process. iv. The Chair proposes to hold ‘tea surgeries’ once a month on a Friday at Beacon Hall. The Chair’s allowance will be used for refreshments; however, the Council would need to agree that the hall is made available. A list of available Fridays to be provided to the Chair. v. The Executive Committee will trial the use of Microsoft Teams as a means of communication. It will cover accessing of meeting reports/pre-reading and a form of email/conversation. Cllr. Kidd provided further details at the meeting. If the trial is successful it will be rolled out to the other Committees. vi. The duration of Full Council meetings was also raised; the Clerk was requested if she could be more realistic on the timings and items included on Full Council agendas. The Clerk was also requested to remind councillors of their responsibility to read the pre-reading prior to the meeting to ensure they are fully briefed to help keep meetings timely.	Clerk Clerk Clerk Clerk Clerk & All Cllrs
EC010 – 12/06/2018	Date and Time of Next Meeting & Future Agenda Items The date of the next Executive Committee meeting is to be determined. However, the Executive Committee Advisory Panel is scheduled to meet on Tuesday 16 th July 2019 at 7pm at Beacon Hall. No future agenda items were raised.	

Meeting closed at 9.19pm

Signed.....

Date.....



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PEASEDOWN ST. JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM

ADVISORY PANEL FOR EXECUTIVE COMMITTEE

Commissioning Group:	Executive Committee
Date of Formation (minute reference):	EC006 – 04/06/2019
Chair:	Cllr. Kathy Thomas
Terms of Reference	
General Purpose:	To make recommendations to Full Council for the setting and monitoring of priorities.
Specific Aims:	<ul style="list-style-type: none"> ➤ To monitor the Order of Known Business and implementation of projects. ➤ To advise the council on setting of priorities and to monitor agreed priorities. ➤ To keep council appraised of progress against agreed priorities. ➤ To support the Clerk in meeting objectives within realistic timescales. ➤ To improve communications and understanding between committee chairs. ➤ To improve communications and understanding between councillors. ➤ To review all policies not allocated to another committee as detailed on the Strategic Documentation Register.
Success Criteria:	Completion of agreed priorities and projects on time and within budget.
Duration:	Long-term; it is intended for this Advisory Panel to run for the duration of the council year and to be reappointed at the first Executive Committee meeting following the Annual Full Council meeting in May 2020.
Reporting Procedures:	The Parish Office will maintain a log of all Advisory Panel meetings. Notes will be taken at every Advisory Panel meeting by the Chair (using the pro-forma attached) and will be circulated to all members of the Advisory Panel and the Clerk. These will be filed on SharePoint and used for Full Council pre-reading etc. where required.
Membership:	The Chair and Vice-Chair of Full Council. The Chair and Vice-Chair of each Standing Committee.
Date Disbanded (minute reference):	