



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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13<sup>th</sup> September 2023

### To Councillors:

Jo Davis; Howard Hartley; Simon Kidd (Chair); Andy Larcombe; Conor Ogilvie-Davidson (Vice-Chair);  
Kathy Thomas.

You are hereby summoned to attend a meeting of the Personnel Committee of Peasedown St John Parish Council at **Beacon Hall** on **Tuesday 19<sup>th</sup> September 2023 at 7.00pm** for the purpose of transacting the business detailed below.

### CC Councillor:

Jonathan Rich as ex-officio members of the Committee – Please advise, by return, if you will be attending this meeting.

Tanya West  
Parish Clerk & RFO

## AGENDA

### Meeting of the 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 confidential session – see item PC056).

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014 (until item PC056). We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made [particularly in order to satisfy the protection of children, the vulnerable and other members of the public who actively object to being filmed].

### PC049 – 19/09/2023

### Attendance Roll Call and Declarations of Interest

To action the attendance register and to receive any declarations of Members' Interests in any item 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.**

**PC050 – 19/09/2023****Apologies for Absence**

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

**PC051 – 19/09/2023****Minutes & Actions**

- i. To consider and approve the minutes of the Personnel Committee meeting held on 13<sup>th</sup> July 2023.
- ii. To consider and approve the minutes of the Personnel Committee meeting held on 3<sup>rd</sup> August 2023.
- iii. To sign the above listed minutes.
- iv. To review updated copy of the actions register on Planner.

**PC052 – 19/09/2023****Items for Urgent Report**

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

**PC053 – 19/09/2023****Councillor Surgeries**

To receive update and make any associated decisions regarding the monthly Parish Councillor Surgeries.

**PC054 – 19/09/2023****Parish Council Newsletter & Other Marketing**

To receive an updated report on the production of the Parish Council newsletter and other marketing/advertising including press releases and Facebook etc.

**PC055 – 19/09/2023****HR and H&S**

To receive an update and make any associated decisions on the progress of actions identified following the Health & Safety Audit.

**PC056 – 19/09/2023****Resolution Relating to Confidential Nature**

To pass a resolution that in accordance with Standing Order 3c 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.

**PC057 – 19/09/2023****Staff & Councillor Training**

To receive update on staff and councillor training and make any necessary relating decisions.

**PC058 – 19/09/2023****Review of Finances 2023/24**

To consider expenditure report for the 2023/24 financial year for those budgets specifically linked to the Personnel Committee.

To consider any items that the committee believes will require additional funding for the 2024/25 financial year.

**PC059 – 19/09/2023****Payroll, Salaries and Pensions**

To receive a report and make any associated decisions to include update of national annual salary award, update on pensions and the transfer to monthly payroll and new payroll provider.

**PC060 – 19/09/2023****Staff Absence, Leave and TOIL**

To receive update on staff absence, leave and time off in lieu, and make any necessary relating decisions.

**PC061 – 19/09/2023****Outside Services**

To receive an update on the advertising of the Grounds and Maintenance Manager vacancy. To make any decisions regarding the associated documents and interview process for this position.

To receive an update on the outside services workload and any contracted works.

**PC062 – 19/09/2023**

**Staff Job Descriptions & Salary Scales**

To receive a report from the Clerk on progress relating to updating the office staff job descriptions, roles, duties and pay rates. To link this information to suggested changes to the Council structure and how this may impact on workload.

**PC063 – 19/09/2023**

**Resolution to Revert to Public Session**

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

**PC064 – 19/09/2023**

**Review of New Actions**

To review that any actions generated from the meeting have been correctly captured on the Actions Register on Planner.

**PC065 – 19/09/2023**

**Date and Time of Next Meeting**

The date of the next Personnel Committee meeting is scheduled to be held on Tuesday 28<sup>th</sup> November 2023 at 7pm at Beacon Hall.