



## PEASEDOWN ST JOHN PARISH COUNCIL

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8<sup>th</sup> October 2014

### To Councillors:

Calvin Bird; Tom Clifford; Jordan Ness (Vice-Chair); Jonathan Rich (Chair); 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 14<sup>th</sup> October 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&P033 – 14/10/2014 Apologies for Absence**

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

### **P&P034 – 14/10/2014 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&P035 – 14/10/2014 Minutes**

- i. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 22<sup>nd</sup> October 2013 (pre-reading appendix Ai).
- ii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 3<sup>rd</sup> December 2013 (pre-reading appendix Aii).
- iii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 25<sup>th</sup> March 2014 (pre-reading appendix Aiii).
- iv. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 17<sup>th</sup> June 2014 (pre-reading appendix Aiv).
- v. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 5<sup>th</sup> August 2014 (pre-reading appendix Av).
- vi. To review updated copy of the actions register (pre-reading appendix B).

**P&P036 – 14/10/2014 Items for Urgent Report**

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

**P&P037 – 14/10/2014 Pensions**

To receive an update from the Clerk regarding Employee Pensions, including discretionary policies, and to make any associated decisions if necessary (pre-reading appendix C).

**P&P038 – 14/10/2014 Burial and Memorial Policy**

To consider recommendations from the Burial Sub-Committee regarding the proposed Burial and Memorial Policy for Ashgrove Cemetery, with a view to its adoption at the Full Council meeting in November (pre-reading appendix D).

**P&P039 – 14/10/2014 Health & Safety**

To receive an update on action points identified following the Health & Safety audit and to make any associated decisions.

**P&P040 – 14/10/2014 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 with a view to incorporating the legislation changes on the recording of meetings and to consider the NALC/SLCC guidelines for social media.

**P&P041 – 14/10/2014 Parish Office ICT**

To receive update on information and communications technology at the Parish Office/Beacon Hall and consider options for improvements (pre-reading appendix E).

**P&P042 – 14/10/2014 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 F).

**P&P043 – 14/10/2014 Councillor & Staff Training**

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

**P&P044 – 14/10/2014 Councillor ‘Away Day’**

To receive update on annual Parish Councillor ‘Away Day’.

**P&P045 – 14/10/2014 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 G).

**P&P046 – 14/10/2014 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&P047 – 14/10/2014 Staff Issues**

Discussion of staffing matters, to include possible deputy assignments for insurance purposes.

**P&P048 – 14/10/2014 Resolution to Revert to Public Session**

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

**P&P049 – 14/10/2014 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 2<sup>nd</sup> December 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 21<sup>st</sup> November 2014.

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.