



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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27th November 2013

To Councillors:

John Bailey; Calvin Bird; Jordan Ness; Jonathan Rich (Vice-Chair), David Walker; John Whittock (Chair)

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 3rd December 2013 at 7.30pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk

AGENDA

Meeting of the Policy & Personnel Committee

7.30pm

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"*****

P&P052 – 03/12/2013 Apologies for Absence

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

P&P053 – 03/12/2013 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&P054 – 03/12/2013 Minutes

- i. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 10th September 2013 (pre-reading appendix Ai)
- ii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 22nd October 2013 (pre-reading appendix Aii).
- iii. To review updated copy of the actions register (pre-reading appendix B).

P&P055 – 03/12/2013 Items for Urgent Report

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

P&P056 – 03/12/2013 Personnel Sub-Committee

To receive an update from the Vice-Chair of the Personnel Sub-Committee & Personnel Advisory Panel.

P&P057 – 03/12/2013 Pensions

To receive an update from the Clerk regarding administration of Employee Pensions to include decisions on some statutory documentation (pre-reading appendix C).

P&P058 – 03/12/2013 Health & Safety

To consider proposal to obtain the services of a Health & Safety auditor linking to the Health & Safety policy (pre-reading appendix D).

P&P059 – 03/12/2013 Communications Update

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

- i. Newsletter
- ii. Press releases (to include discussion on process)
- iii. Websites (Parish Council and Beacon Hall)
- iv. Social media (Beacon Hall Facebook page)
- v. Email
- vi. Councillor surgeries
- vii. Other

P&P060 – 03/12/2013 New Resident Welcome Pack

To consider options regarding content, distribution, process and budgets for a proposed new resident welcome pack (pre-reading appendix E).

P&P061 – 03/12/2013 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&P062 – 03/12/2013 Councillor & Staff Training

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

P&P063 – 03/12/2013 Standing Orders Advisory Panel Update

To review the updated proposed Standing Orders and receive update from the Advisory Panel tasked with their review (pre-reading appendix G).

P&P064 – 03/12/2013 Date and Time of Next Meeting

The date of the next Policy & Personnel Committee meeting is scheduled to be held on Tuesday 11th February at 7.30pm at the Beacon Hall (following the Planning & Environment Committee meeting).