



## PEASEDOWN ST JOHN PARISH COUNCIL

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14<sup>th</sup> October 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 22<sup>nd</sup> October 2013 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"\*\*\***

### **P&P038 – 22/10/2013 Apologies for Absence**

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

### **P&P039 – 22/10/2013 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&P040 – 22/10/2013 Minutes**

- i. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 10<sup>th</sup> September 2013 (pre-reading appendix A).
- ii. To review updated copy of the actions register (pre-reading appendix B).

**P&P041 – 22/10/2013      Items for Urgent Report**

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

**P&P042 – 22/10/2013      Personnel Sub-Committee**

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

**P&P043 – 22/10/2013      Health & Safety**

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

**P&P044 – 22/10/2013      Communications Update**

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

- i. Newsletter including update on the Legal Deposit Libraries Act 2003 and consideration of advertisement proposal (appendix D)
- ii. Press releases
- iii. Websites (Parish Council and Beacon Hall)
- iv. Social media (Beacon Hall Facebook page)
- v. Other

**P&P045 – 22/10/2013      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 E).

**P&P046 – 22/10/2013      Councillor & Staff Training**

To receive update from the Clerk on Councillor and staff training.

**P&P047 – 22/10/2013      Advisory Panel Policy**

To review the policy document on Advisory Panels, including their creation, reporting and conclusion, with a view to making recommendations to Full Council (pre-reading appendix F).

**P&P048 – 22/10/2013      Standing Orders Advisory Panel Update**

To receive an update from the Advisory Panel tasked with reviewing the Standing Orders (pre-reading appendix G).

**P&P049 – 22/10/2013      Finance and Budgetary Requirements 2014-15**

To consider budgets relating to the Policy & Personnel Committee for the 2014-15 financial year, in order to make requests to the Finance & Amenities Committee for budget planning for the next financial year (pre-reading appendix H).

**P&P050 – 22/10/2013      Rationalisation Policy for Project Funding**

To consider establishing a policy of rationalisation for future capital and revenue spending once the Section 106 monies are spent and future project funding will have to be generated from the precept.

**P&P051 – 22/10/2013      Date and Time of Next Meeting**

The date of the next Policy & Personnel Committee meeting is scheduled to be held on Tuesday 3<sup>rd</sup> December at 7.30pm at the Beacon Hall (following the Planning & Environment Committee meeting).