



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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12th June 2013

To Councillors:

John Bailey; Calvin Bird; Jordan Ness; Jonathan Rich; David Walker; 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 18th June 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&P001 – 18/06/2013 Apologies for Absence

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

P&P002 – 18/06/2013 Election of Chair and Vice-Chair

To receive nominations and to elect a Chair and Vice-Chair of the Policy & Personnel Committee.

P&P003 – 18/06/2013 Declarations of Interest

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.

P&P004 – 18/06/2013 Items for Urgent Report

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

P&P005 – 18/06/2013 Personnel Sub-Committee

To appoint a Personnel Sub-Committee to work with the Clerk under the previously agreed Terms of Reference and Delegations (pre-reading appendix A).

P&P006 – 18/06/2013 Parish Council Policies

To review the list of current policies and to identify those which are yet to be written/adopted and to establish a plan of action. To also take into consideration any proposed amendments to the Annual Governance Cycle and Policy (pre-reading appendix B).

P&P007 – 18/06/2013 Data Protection Procedures & Freedom of Information

To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (pre-reading appendix C).

P&P008 – 18/06/2013 Communications Policy and Terms of Reference & Delegations

To consider the Council's draft Communications Policy, with particular reference to identifying which Committee/s should take responsibility for it, including that of the newsletter and website. To establish a proposal, including any amendment to the Terms of Reference & Delegations for recommendation to Full Council on the 9th July 2013 (pre-reading appendix D).

P&P009 – 18/06/2013 Standing Orders

- i. To consider appointing an Advisory Panel to review the current Standing Orders (pre-reading appendix E).
- ii. To consider implications and possible amendment of item 12 "All members of the Council may sit in on any Council Committee with the permission of that Committee's Chairman. Non Committee members may not vote."

P&P010 – 18/06/2013 Parish Plan

To consider the proposed items identified for 2013-15 action from the 2010-20 Parish Plan (pre-reading appendix F).

P&P011 – 18/06/2013 Councillor 'Away Day'

To review the proposed agenda and plan for the Councillor 'Away Day' and to make suggestions linking to the Parish Plan, S106/Project Spend, Council Policy (pre-reading appendix G).

P&P012 – 18/06/2013 Democracy and Scrutiny

To consider appointing an Advisory Panel or Sub-Committee to look into the democratic procedures now being used to co-ordinate the workings between Committees and/or Full Council and to check whether that system would stand up to scrutiny (pre-reading appendix H).

P&P013 – 18/06/2013 Councillor & Staff Training

To consider proposed training and scheduling (pre-reading appendix I).

P&P014 – 18/06/2013 Date and Time of Next Meeting

The date of the next Policy & Personnel Committee meeting is scheduled to be held on Tuesday 30th July at 7pm at the Beacon Hall.