



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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29th May 2019

To Councillors:

Jo Davis (nominated substitute for Andrew Larcombe); Simon Kidd; Claire Parfitt; Jonathan Rich (Vice-Chair); Kathy Thomas (Chair).

You are hereby summoned to attend a meeting of the Executive Committee of Peasedown St John Parish Council at the Beacon Hall on **Tuesday 4th June 2019 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk

AGENDA

Meeting of the Executive 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 ENSURE THAT MOBILE TELEPHONES ARE SET TO 'SILENT' MODE IN THE COUNCIL CHAMBER****

Please be aware that Parish Council meetings may be recorded, subject to the Openness of Local Government Bodies Regulations 2014. 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.

EC001 – 04/06/2019 Election of Chair

To formalise the appointment of the Chair and Vice-Chair of the Executive Committee.

EC002 – 04/06/2019 Apologies for Absence

To receive and determine approval of any apologies for absence.

EC003 – 04/06/2019 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.

EC004 – 04/06/2019 Minutes & Actions

- i. To consider and approve the minutes of the Executive Committee meeting held on 12th June 2018.
- ii. To review updated copy of the actions register of items allocated to the Executive Committee.

EC005 – 04/06/2019 Items for Urgent Report

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

EC006 – 04/06/2019 Advisory Panel

To appoint an Advisory Panel to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference and Delegations.

EC007 – 04/06/2019 Executive Committee Related Policies

To review the list of policies that have been allocated to the Executive Committee as detailed on the Strategic Documentation Register and make plans for the review of each policy throughout the forthcoming council year.

EC008 – 04/06/2019 Order of Known Business

To review the Order of Known Business document, including priorities and ear marked reserves and to determine any recommendations for consideration by Full Council.

EC009 – 04/06/2019 Correspondence and Communication

To discuss options for the distribution of information and communication between councillors, the parish office and the public and make recommendations to Full Council/Clerk Liaison Panel for the most effective and appropriate processes to follow. To include information on suggested options regarding regular correspondence, councillor email addresses, councillor surgeries and sharing information on 'Microsoft Teams'.

EC010 – 04/06/2019 Date and Time of Next Meeting & Future Agenda Items

The date of the next Executive Committee meeting is to be determined. The date of the next meeting of the Executive Committee Advisory Panel is scheduled to be held on Tuesday 16th July 2019 at 7pm at Beacon Hall.