



PEASEDOWN ST JOHN PARISH COUNCIL

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25th January 2017

To Councillors:

Rod Bridges; Tom Clifford; Simon Kidd (Vice-Chair); Jordan Ness; Jonathan Rich (Chair); Kathy Thomas; Karen Walker

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 31st January 2017 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 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.

P&P039 – 31/01/2017 Apologies for Absence

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

P&P040 – 31/01/2017 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&P041 – 31/01/2017 Minutes

- i. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 27th September 2016 (pre-reading appendix A).
- ii. To review updated copy of the actions register (pre-reading appendix B).

P&P042 – 31/01/2017 Items for Urgent Report

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

P&P043 – 31/01/2017 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 C).

P&P044 – 31/01/2017 Review of Standing Orders & Advisory Panels

To review Standing Orders, Advisory Panels, Terms of Reference & Delegations and consider how they link and relate to each other. To include feedback from councillors and associated implications of changes suggested; all with a view to making recommendations to Full Council for their re-adoption at the Annual Meeting in May (pre-reading appendix D).

P&P045 – 31/01/2017 Calendar of Meetings

To review the annual schedule of meetings and to consider feedback from councillors for suggested changes for the 2017-18 council year and associated implications (pre-reading appendix E).

P&P046 – 31/01/2017 ICT Improvements

To receive update and make associated decisions regarding the implementation of the previously agreed Information and Communications Technology improvements, to include a presentation from Cllr. Simon Kidd on the set up and progress to date.

P&P047 – 31/01/2017 Correspondence Logs

To consider the proposals for logging correspondence received by the Parish Office and reporting to councillors (pre-reading appendix F).

P&P048 – 31/01/2017 Communications Update

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

- i. Newsletter – to review draft spring publication and consider delivery options (pre-reading appendix G).
- ii. Press releases.
- iii. Websites (Parish Council and Beacon Hall) – new design with current provider to be reviewed at the meeting.
- iv. Social media (Parish Council and Beacon Hall Facebook page).
- v. Email.
- vi. Councillor surgeries.
- vii. Welcome pack.
- viii. Other.

P&P049 – 31/01/2017 Health & Safety

To receive an update on action points identified following the Health & Safety audit and to make any associated decisions. To also discuss any relevant matters from the H&S newsletter as issued by the auditor (pre-reading appendix H).

P&P050 – 31/01/2017 Information Retention Policy

To receive update regarding Information Governance and to consider draft Information Retention Policy (pre-reading appendix I).

P&P051 – 31/01/2017 Review of Finances 2016/17

To consider report on financial spend against budget for the 2016/17 financial year for those budgets specifically linked to the Policy & Personnel Committee (pre-reading appendix J).

P&P052 – 31/01/2017 Councillor & Staff Training

To receive update on Councillor and staff training and make associated decisions including that on an Information Governance training session (pre-reading appendix K).

P&P053 – 31/01/2017 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&P054 – 31/01/2017 Councillor Expenses Policy

To review the process and forms for the new Councillor Expenses Policy and determine any necessary changes (pre-reading appendix L).

P&P055 – 31/01/2017 Staff Time at Meetings

In accordance with the decision at the last meeting (minute P&P034-27/09/2016 relates) to review the practice and amounts relating to the paid staff time at meetings (pre-reading appendix M).

P&P056 – 31/01/2017 Resolution to Revert to Public Session

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

P&P057 – 31/01/2017 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 7th March 2017 at 7pm at the Beacon Hall.