



## PEASEDOWN ST JOHN PARISH COUNCIL

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25<sup>th</sup> November 2015

### To Councillors:

Tom Clifford; Andrew Fraser; Simon Kidd; Lesley Mansell (Vice-Chair); Jordan Ness; Jonathan Rich (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 1<sup>st</sup> December 2015 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"\*\*\***

**Please be aware that the meeting may be recorded with the aim of facilitating the production of the minutes. This is subject to all present being happy to proceed. Any recording made will be deleted once the minutes are agreed.**

### **P&P034 – 01/12/2015 Apologies for Absence**

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

### **P&P035 – 01/12/2015 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&P036 – 01/12/2015 Minutes**

- i. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 3<sup>rd</sup> December 2013 (pre-reading appendix Ai).
- ii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 25<sup>th</sup> March 2014 (pre-reading appendix Aii).
- iii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 7<sup>th</sup> April 2015 (pre-reading appendix Aiii).
- iv. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 29<sup>th</sup> October 2015 (pre-reading appendix Aiv).
- v. To review updated copy of the actions register (pre-reading appendix B).

**P&P037 – 01/12/2015 Items for Urgent Report**

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

**P&P038 – 01/12/2015 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&P039 – 01/12/2015 Filming and Recording of Meetings**

To consider the legislation associated with the filming and recording of council meetings with a view to producing a specific policy/procedure and incorporating the necessary detail into Standing Orders (pre-reading appendix D).

**P&P040 – 01/12/2015 Communications Update**

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

- i. Newsletter.
- ii. Press releases.
- iii. Websites (Parish Council and Beacon Hall) – to receive information on updating of current website and options from the current provider. To also receive update on proposal for a potential project for the 2016-17 financial year.
- iv. Social media (Parish Council and Beacon Hall Facebook page).
- v. Email – including update on providing parish councillor email addresses.
- vi. Councillor surgeries.
- vii. Welcome pack.
- viii. Other – to consider pdf software for creation of reports packs.

**P&P041 – 01/12/2015 Health & Safety**

To receive an update on action points identified following the Health & Safety audit and to make any associated decisions.

**P&P042 – 01/12/2015 Risk Register**

To consider items in the Risk Register and to make any associated decisions, with particular reference to sections on Improvement of Facilities and Services and Communication with all Stakeholders (pre-reading appendix E).

**P&P043 – 01/12/2015 Review of Finances 2015/16**

To consider report on financial spend against budget for the 2015/16 financial year for those budgets specifically linked to the Policy & Personnel Committee (pre-reading appendix F).

**P&P044 – 01/12/2015 Personnel Sub-Committee**

To receive an update from the Personnel Sub-Committee (pre-reading appendix G).

**P&P045 – 01/12/2015 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 2<sup>nd</sup> February 2015 at 7pm at the Beacon Hall.