



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

23rd October 2015

To Councillors:

Tom Clifford; Andrew Fraser; Simon Kidd; Lesley Mansell; Jordan Ness; Jonathan Rich

You are hereby summoned to attend a meeting of the Policy & Personnel Committee of Peasedown St John Parish Council at the Beacon Hall on **Thursday 29th October 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&P021 – 29/10/2015 Apologies for Absence

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

P&P022 – 29/10/2015 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&P023 – 29/10/2015 Minutes

- i. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 3rd December 2013 (pre-reading appendix Ai).
- ii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 25th March 2014 (pre-reading appendix Aii).
- iii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 7th April 2015 (pre-reading appendix Aiii).
- iv. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 9th June 2015 (pre-reading appendix Aiv).
- v. To review updated copy of the actions register (pre-reading appendix B).

P&P024 – 29/10/2015 Items for Urgent Report

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

P&P025 – 29/10/2015 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. Also, to review and approve the updated cycle document to incorporate changes previously suggested (pre-reading appendix C).

P&P026 – 29/10/2015 Policy and Procedures

To review the Parish Council's policy register and to consider the suggestion of appointing an Advisory Panel tasked to review each policy and identify any outstanding and to report back at a future meeting (pre-reading appendix D).

P&P027 – 29/10/2015 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 E).

P&P028 – 29/10/2015 Communications Update

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

- i. Newsletter – including review of current delivery options and consideration of proposals to change (pre-reading appendix F).
- ii. Press releases.
- iii. Websites (Parish Council and Beacon Hall) – to receive update on updating of current website and to consider options from current provider. To also receive update on proposal for a potential project for the 2016-17 financial year (pre-reading appendix G).
- iv. Social media (Parish Council and Beacon Hall Facebook page).
- v. Email – including consideration of providing parish councillor email addresses (pre-reading appendix H).
- vi. Councillor surgeries – to receive report on effectiveness of surgery held in 19th September and to consider future surgeries (pre-reading appendix I).
- vii. Welcome pack.
- viii. Other.

P&P029 – 29/10/2015 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 J).

P&P030 – 29/10/2015 General Power of Competence

To discuss the General Power of Competence and to consider recommendations to Full Council as to whether this is something that should be worked towards in the future (pre-reading appendix K).

P&P031 – 29/10/2015 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 L).

P&P032 – 29/10/2015 Budget & Projects for 2016/17

To receive and discuss suggestions for policy and personnel related projects for the 2016/17 financial year in order to prepare estimates on costs for consideration when setting budgets and precept requirements.

P&P033 – 29/10/2015 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 1st December 2015 at 7pm at the Beacon Hall.