



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

28th January 2015

To Councillors:

Calvin Bird; Tom Clifford; Jordan Ness (Vice-Chair); Jonathan Rich (Chair); Kathy Thomas; 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 3rd February 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&P065 – 03/02/2015 Apologies for Absence

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

P&P066 – 03/02/2015 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&P067 – 03/02/2015 Minutes

- i. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 22nd October 2013 (pre-reading appendix Ai).
- ii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 3rd December 2013 (pre-reading appendix Aii).
- iii. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 25th March 2014 (pre-reading appendix Aiii).
- iv. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 5th August 2014 (pre-reading appendix Aiv).
- v. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 14th October 2014 (pre-reading appendix Av).
- vi. To consider and approve the minutes of the Policy & Personnel Committee meeting held on 2nd December 2014 (pre-reading appendix Avi).
- vii. To review updated copy of the actions register (pre-reading appendix B).

P&P068 – 03/02/2015 Items for Urgent Report

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

P&P069 – 03/02/2015 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&P070 – 03/02/2015 Policy Review

To review the list of current Parish Council policies and consider a schedule for their review.

P&P071 – 03/02/2015 Communications Update

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

- i. Newsletter – to review draft of the Spring 2015 newsletter
- ii. Press releases
- iii. Websites (Parish Council and Beacon Hall)
- iv. Social media (Beacon Hall Facebook page)
- v. Email
- vi. Councillor surgeries
- vii. Welcome pack
- viii. Other

P&P072 – 03/02/2015 Parish Council Facebook Page

To receive presentation from Cllr. Kathy Thomas and the Clerk on the proposal to establish an official Parish Council Facebook page.

P&P073 – 03/02/2015 Communications Policy

To review the Parish Council's Communications Policy and to consider any suggested amendments (pre-reading appendix D).

P&P074 – 03/02/2015 Review of Standing Orders

In accordance with Full Council minute C039-10/06/2014 to review the Standing Orders and make any recommendations for amendment (pre-reading appendix E).

P&P075 – 03/02/2015 Review of Committees Terms and Delegations

In preparation for the Annual Meeting of the Full Council to review the Council Committee structure, their Terms of Reference and Delegations, and make any recommendations for amendment (pre-reading appendix F).

P&P076 – 03/02/2015 Health & Safety

To receive an update on action points identified following the Health & Safety audit and to make any associated decisions, including consideration of auditor appointment for 2015/16.

P&P077 – 03/02/2015 Parish Office ICT

To receive update on information and communications technology at the Parish Office/Beacon Hall and consider options for improvements (subject to receipt of quotations and information).

P&P078 – 03/02/2015 Councillor & Staff Training

To receive update from the Clerk on Councillor and staff training and make associated decisions as required.

P&P079 – 03/02/2015 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&P080 – 03/02/2015 Staff Issues

Discussion of staffing matters, including pension-related, if required.

P&P081 – 03/02/2015 Resolution to Revert to Public Session

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

P&P082 – 03/02/2015 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 7th April 2015 at 7.00pm at the Beacon Hall. Items to be considered for inclusion on this agenda to be submitted to the Clerk prior to 27th March 2015.