

# PEASEDOWN ST JOHN PARISH COUNCIL

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## 27th August 2025

**To Councillors:** Jo Davis; Simon Kidd (Chair); Andy Larcombe; Conor Ogilvie-Davidson (Vice-Chair); Gavin Heathcote

You are hereby summoned to attend a meeting of the Staffing Committee of Peasedown St John Parish Council at **Beacon Hall** on **Tuesday 2nd September 2025 at 7.00pm** for the purpose of transacting the business detailed below.

## CC Councillor:

Jonathan Rich as ex-officio members of the Committee – Please advise, by return, if you will be attending this meeting.



Sam Nash, Clerk

# Minutes of the Meeting of the Staffing Committee

**Meeting started 7:05**

**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 confidential session – see item SC-250902-04).

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014 (until item 250902-04). 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 [particularly to satisfy the protection of children, the vulnerable and other members of the public who actively object to being filmed].

* SC-250902-01 Attendance Roll Call and Declarations of Interest (Chair)

All present – no declarations of interest

* SC-250902-02 Apologies for Absence (Chair)
* SC-250902-03 Items for Urgent Report (Chair)
* SC-250902-04 Resolution Relating to Confidential Nature (Chair)

*To pass a resolution that in accordance with Standing Order 3c to put the meeting into confidential session and remove the public.*

* SC-250902-05 Minutes and Agendas

Vagaries in minutes to provide confidentiality

* SC-250902-06 Business Continuity

Clerk rasised that there is a need to ensure there is a business continuity plan for handling issues and for any changes in roles within staffing so changeover is smooth

* SC-250902-07 Staffing costs and budgets

Staffing budgets fine, fully staffed now, might be close to complete use of budget.

* SC-250902-08 Staff Issues
* Discussed how staff are responding to new management
* All memory sticks held that contain Parish Council Intellectual property be returned to Staffing Committee by 5th September. No memory sticks should be used to store Parish Council Intellectual property. All Parish Council intellectual property should not be stored on any device that is not Parish Council Property

Propose that the Clerk is given full access to the CCTV – Clerk to write to company for full access via laptop

* SC-250902-09 Staff Appraisals, Training and Development

One admin officer to be responsible for the cemeteries, invoicing and as part of administration team answering telephone enquiries and emails that come into the general email. They also complete invoicing for hiring Beacon Hall and football teams.

Other Administrator manages allotments and some project work as directed by the clerk

Clerk must document all policies that all staff have been given to read, to clarify their role.

Propose clerk to create and implement booking system for councillors to come and meet with staff for set time frames. Clerk to ensure that all staff are working on priorities of the council as agreed in council minutes. Councillors should book time with staff using booking form provided.

Clerk to look into Wifi provision at Beacon Hall.

* SC-250902-10 Staff Recruitment and Retention
* SC-250902-11 Remodeling of the Parish Office Space

Staffing Committee would like the Clerk to consider models of office layout in line with hot-desking and moving desks away from the walls.

* SC-250902-12 Resolution to Revert to Public Session

*Return to public session.*

*Agreed to revert unanimously*

* SC-250902-12 Date and Time of next meeting 2nd December