



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Policy & Personnel Committee Meeting held on Tuesday 17th June 2014 at 7.30pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Calvin Bird, Jordan Ness (Vice-Chair), Jonathan Rich (Chair), John Whittock
 Cllr. Andrew Fraser was also present at the meeting, in his capacity as Chair of Full Council, providing him with full voting rights.
 Cllr. Tom Clifford was also present at the meeting and as not formally appointed to this Committee was able to join in discussions but was unable to vote.

In attendance:

Tanya West – Parish Clerk

Public Session

No members of the public were present at the meeting.

Minute Ref.	Agenda Item	Action
P&P001 – 17/06/2014	Apologies for Absence There were no apologies for absence.	
P&P002 – 17/06/2014	Election of Chair and Vice-Chair The Clerk advised that no written nominations for the position of Chair had been received, although one written and signed nomination for the position of Vice-Chair had been received for Cllr. Jordan Ness. After much discussion it was unanimously agreed to elect Cllr. Jonathan Rich as Chair and Cllr. Jordan Ness as Vice-Chair. Both Councillors were congratulated by the other Councillors on their appointments.	
P&P003 – 17/06/2014	Declarations of Interest No additional interests, to those already disclosed to the Monitoring Officer, were declared.	
P&P004 – 17/06/2014	Minutes i. The minutes of the Policy & Personnel Committee meeting held on 22 nd October 2013 were not yet available so their approval would be deferred until the next meeting. ii. The minutes of the Policy & Personnel Committee meeting held on 3 rd December 2013 were not yet available so their approval would be deferred until the next meeting. iii. The minutes of the Policy & Personnel Committee meeting held on 25 th March 2014 were not yet available so their approval would be deferred until the next meeting. iv. The minutes of the Policy & Personnel Committee meeting held on 1 st May 2014 were agreed by all those present at that meeting and were duly signed by the Chair as a true and correct record of the meeting. v. The up-dated actions register would be circulated by e-mail; the majority of items outstanding would already be covered under separate agenda items to be discussed later in the meeting. Cllr. Jordan Ness agreed to make a note of any new actions raised at this meeting.	Clerk Clerk Clerk Clerk JN
P&P005 – 17/06/2014	Items for Urgent Report It was noted that Cllr. Tom Clifford had expressed an interest in filling one of the vacancies remaining on the Policy & Personnel Committee. It was agreed for the	

	matter to be an agenda item at the next Full Council meeting so he could be formally elected.	Clerk
P&P006 – 17/06/2014	<p>Personnel Sub-Committee</p> <p>The Personnel Sub-Committee Terms of Reference and Delegations had previously been approved and adopted as part of the Annual Meeting of the Full Council on 27th May 2014. It was resolved to appoint the following members to the Personnel Sub-Committee; Cllr. Calvin Bird, Cllr. Jordan Ness, Cllr. Jonathan Rich. Furthermore, if she wishes to be involved, Cllr. Karen Walker, in her capacity as Vice-Chair to the Full Council and Cllr. Tom Clifford, subject to successfully being elected to fill one of the current vacancies on the Policy & Personnel Committee at the next Full Council meeting.</p>	Clerk Clerk
P&P007 – 17/06/2014	<p>Pensions</p> <p>The Clerk had attended a pension workshop on 12th June 2014 about end of year processes and periods of member non-payment which can be reimbursed via voluntary contributions. It was acknowledged this is applicable only for specific instances and that the employer is obliged to notify members in writing after which there is a 30-day timescale to respond if they wish to make up any missed payments. The Clerk to establish a template letter for use if and when the situation arises.</p> <p>The Clerk also explained that the 'model' guides for the Discretionary Polices to incorporate the changes to the Local Government Pension Scheme from 1st April 2014 had still not yet been received. Upon chasing Avon Pension Fund for a response they advised they were investigating establishing one policy document that will be to cover-all discretions which should be available in the next week. Concerns were expressed regarding the 30th June 2014 timescale for when these policies should be in place. It was therefore resolved that the Clerk write to Avon Pension Fund clarifying the discretionary policy issues and to confirm the Parish Council will not be penalised if the policies are not in place by the end of the month. It was also resolved that once the model policies are received, for the Personnel Advisory Panel to meet and review them with a view to making recommendations to Full Council or the Policy & Personnel Committee/Personnel Sub-Committee.</p>	Clerk Clerk Clerk & P Ad. Pnl
P&P008 – 17/06/2014	<p>Health & Safety</p> <p>The Clerk advised the report from the Health & Safety auditor had not yet been received; but was due next month. In the interim, the Parish Office had been obtaining quotations for the issues identified during the audit visit such as replacement step ladder, fire doors, asbestos surveys.</p> <p>Cllr. Calvin Bird advised that he and the Clerk had spoken with the fire alarm providers, Future Security Systems, with regards to installing a system at the cemetery building. They advised that as the roof void is not used, other than storage, and rarely accessed and because there are two escape routes from the main workshop area they consider there to be a sufficiently low risk of the Caretakers not being aware there is a fire and being unable to exit from at least one of the entrances. Furthermore, as the workshop is used for 'hot' works such as welding/soldering, machinery start-ups this could cause the system to be activated on a regular basis. Consequently although they are not saying not to have a fire alarm system installed their conclusions are that the site is of sufficiently low risk so as to not require one as its effect would be minimal.</p> <p>They did however suggest that 'no smoking' signs are erected and to ensure the no smoking policy is adhered to for this building. The Clerk to arrange for signage, including one for the public toilet.</p> <p>Cllr. Calvin Bird advised he would revise the Fire Risk Assessment for the cemetery building accordingly.</p>	Clerk Clerk CB
P&P009 – 17/06/2014	<p>Communications Update</p> <p>The following updates were received:</p> <ol style="list-style-type: none"> i. Newsletter - The Clerk circulated a draft copy of the Summer 2014 newsletter. The document was reviewed and for the 'focus on Beacon Hall' article it was suggested to make reference that Parish Council meetings are not held every Tuesday and to refer to the website for details, also that the article specify it is 	Clerk

	<p>being included in response to the questionnaire feedback stating residents are not aware of the activities being offered at Beacon Hall, in an attempt to inform and promote classes whilst inviting people to fill the vacant timeslots and cover requests for other activities.</p> <p>ii. Press Releases – No official press releases had recently been issued, although one for Community Grants and Wellow Lane S106 Projects would be issued shortly.</p> <p>iii. Websites – Updates and training were still ongoing. The Clerk was requested to investigate options for website providers, so that both websites could be served from the same platform hopefully making things easier to maintain. Proposals and findings to be reported at the next meeting.</p> <p>iv. Social Media – The Beacon Hall Facebook page was not yet ‘live’ but this would be delivered shortly to coincide with the newsletter publication. Due to there not being any Beacon Hall Managers Committee this year the responsibility for the Facebook page remains with the Policy & Personnel Committee. The Clerk to email out the proposed page to the Committee for comment and the link to be included in the newsletter.</p> <p>v. E-mail – It was suggested the possibility of individual Councillor e-mail addresses be looked at as part of the website hosting investigations as it would be closely linked and probably covered by the same provider.</p> <p>vi. Councillor Surgeries – The Clerk was requested to re-mail a list of new dates Saturday mornings for which those interested could be involved in Parish Councillor Surgeries. It was resolved that if the response was minimal then the suggestion be dropped.</p> <p>vii. Other – No additional communication items were raised.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk & Comt.</p> <p>Clerk &</p> <p>Clerk & All Cllrs.</p>
P&P010 – 17/06/2014	<p>New Resident Welcome Pack</p> <p>The Clerk advised the village estate agent, Michael Gould, had been approached to assist with the circulation of the ‘new residents welcome pack’. They had responded positively agreeing to ask any new purchasers or renters within the village if their details could be provided to the Parish Council for them to be visited by a councillor and issued with a pack.</p> <p>It was asked whether this would only cover houses issued by Michael Gould or if it would cover the other independent estate agents they were linked to. The Clerk was unsure but agreed to investigate.</p> <p>The estate agents had advised they were soon due to exchange on a property at Hillside View which would hopefully but the first new residents the Parish Council could visit. Cllr. Tom Clifford volunteered to speak to them and welcome them to the village.</p> <p>The Clerk was also asked to investigate contacts with Curo and any other housing provider in the parish to cover any new residents from that area.</p>	<p>Clerk</p> <p>Clerk & TC</p> <p>Clerk</p>
P&P011 – 17/06/2014	<p>Governance Planning Cycle</p> <p>The Clerk read out the items due to be actioned during June; it was noted the majority were already in hand apart from the Annual Report which was agreed to be put as an agenda item for the next meeting.</p> <p>The Clerk advised she had included the annual inspection of the Football Club Changing Rooms as an action item for June and suggested the fee review for the Recreation Ground was put as a separate item for discussion in July. This was agreed and the Clerk confirmed she would make the relevant amendments and circulated an updated document to all Committee members.</p>	<p>Clerk</p> <p>Clerk</p>
P&P012 – 17/06/2014	<p>Councillor & Staff Training</p> <p>The Clerk provided a verbal report on recently undertaken and upcoming staff training.</p> <p>Caretaker, Jim Murtagh, had completed his City & Guilds Streetworks Excavation and Reinstatement: Signing, Lighting and Guarding course, thus providing him with the necessary Health & Safety qualifications to mow the round-a-bouts and verges.</p> <p>Cllr. Calvin Bird had provided Fire Safety and Manual Handling training for all, but one, members of staff. An alternative date is to be scheduled to get this completed this for all. As this is an annual requirement, the Clerk was requested for this to be</p>	<p>Clerk & CB</p> <p>Clerk</p>

	<p>included in the Annual Governance Planning Cycle going forward. The Clerk had emailed all councillors regarding an ALCA-run Chairs training course at Saltford Village Hall on 8th July 2014. So far only two responses had been received; it was reminded this course is available to all, not just Chairs of Committees. Cllr. Jonathan Rich requested he be enrolled.</p>	Clerk & All Cllrs.
P&P013 – 17/06/2014	<p>Councillor ‘Away Day’ The annual Parish Councillor ‘Away Day’ was discussed. It was noted it had been scheduled for 12th July 2014, although it was not yet certain how many councillors would be able to attend; the Clerk was requested to email out to all to establish numbers as an alternative date may be required. Cllr. Calvin Bird mentioned that as there is no real financial impact as most of the projects and budgets for the year have been set it wouldn’t necessarily need to be actioned in July so long as it is in time for the budget setting for 2015/16. It was noted the day should be about brain-storming and not problem solving. It was also suggested that perhaps the day could be led by a number of people rather than just one and to be for a few hours rather than a full day.</p>	Clerk & All Cllrs.
P&P014 – 17/06/2014	<p>Resolution Relating to Confidential Nature In accordance with Standing Order 3d and in view of the confidential nature of the business to be transacted, it was resolved that the press and public be temporarily excluded from the meeting</p>	
P&P015 – 17/06/2014	<p>Staff Issues Various staffing matters were discussed, with particular reference to resource and workload planning, and they were recorded under confidential minute P&P015 – 17/06/2014, securely filed in the Chairman’s box.</p>	
P&P016 – 17/06/2014	<p>Resolution to Revert to Public Session It was resolved to put the meeting back into public session.</p>	
P&P017 – 17/06/2014	<p>Date & Time of Next Meeting & Future Agenda Items The date of the next Policy & Personnel Committee meeting is scheduled to be held on Tuesday 5th August 2014 at 7.30pm at the Beacon Hall. Items to be considered for inclusion on this agenda to be submitted to the Clerk prior to 25th July 2014. Cllrs. Jonathan Rich and Tom Clifford tendered their apologies for this meeting. The Clerk was requested to advise the Committee when the model pension discretionary policies are received, also the NALC salary scale review is published; once they are received a meeting date for the Personnel Sub-Committee will be scheduled.</p>	Clerk Clerk Clerk

The meeting closed at 9.29pm

Signed..... Date.....