



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 10th September 2013 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: John Bailey, Calvin Bird, Jonathan Rich (Vice-Chair), David Walker, John Whittock (Chair)
Cllr. Karen Walker was also present at the meeting, in her capacity as Vice-Chair of Full Council, providing her with full voting rights.

In attendance:

Tanya West – Parish Clerk

Public Session

No members of the public were present at the meeting.

Minute Ref.	Agenda Item	Action
P&P027 – 10/09/2013	Apologies for Absence It was noted that Cllrs. Andrew Fraser and Jordan Ness were absent from the meeting but no apologies from them had been received.	
P&P028 – 10/09/2013	Declarations of Interest Cllr. Calvin Bird declared an interest in agenda item P&P032-10/09/2013 as he knows the person who is putting forward one of the Health & Safety proposals, however, as the interest is not pecuniary Cllr. Bird was able to participate in discussions and vote.	
P&P029 – 10/09/2013	Minutes i. The minutes of the Policy & Personnel Committee meeting held on 30 th July 2013 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. ii. The actions register had also been circulated but as they had only just been issued it was agreed to allow time for Councillor to peruse them and to discuss outstanding items at the following meeting.	All Cllrs.
P&P030 – 10/09/2013	Items for Urgent Report No items were raised.	
P&P031 – 10/09/2013	Personnel Sub-Committee Cllr. John Bailey provided a verbal update informing that since the last Policy & Personnel Committee meeting the following had been actioned: ➤ The recommendations for changes to the Clerk's hours and pay had been approved. ➤ A Grievance Policy, a Disciplinary Policy, an Equal Opportunities and Anti-Discrimination Policy and a Health and Safety Policy had been established and adopted. Also, that the Personnel Advisory Panel were due to meet the following day to continue discussing the job descriptions and hours for the two new posts and to make initial investigations on the policies required for the pension scheme. Both items would then be discussed at the next Personnel Sub-Committee meeting	

	<p>scheduled for 1st October at 6pm. As Cllr. Karen Walker would be absent from this meeting due to being away on holiday she nominated Cllr. Jonathan Rich to attend as her substitute, in accordance with Standing Orders.</p> <p>Permission was requested from the Policy & Personnel Committee that the Personnel Sub-Committee make their recommendations on the two new posts, including the job descriptions, hours and contracts, directly to Full Council at the meeting on 8th October. This was agreed.</p> <p>Permission was also requested from the Policy & Personnel Committee that the Personnel Sub-Committee make their recommendations on the pension policies directly to Full Council at the meeting on 8th October. This was agreed.</p>	<p>JR</p> <p>Ad.Pnl. & Clerk</p> <p>Ad.Pnl. & Clerk</p>
<p>P&P032 – 10/09/2013</p>	<p>Health & Safety</p> <p>Pre-reading detailed proposals from three companies to provide the service of a Health & Safety auditor, linking to the existing Parish Council Health & Safety policy, and as an expert to be called upon, by the Clerk, as and when required. Cllr. Calvin Bird explained that with the Parish Council taking on more facilities and risk e.g. play equipment and the hall, and with some staff affected by lone working implications he thought the Council ought to provide this type of support to the Clerk and staff to provide a back-up in the event of any queries or issues. It was noted there is sufficient budget under 'Professional Fees' that could cover the cost. Cllr. Jonathan Rich enquired whether it is a service that B&NES Council could provide, even for a fee, as many of the items raised are probably things they already cover.</p> <p>This suggestion was discussed and it was resolved to agree to an annual Health & Safety audit inspection and to appoint the services of a Health & Safety expert to call upon but to delay the decision of appointing the company/organisation to provide this service until options with B&NES Council and Came & Company Insurers have been investigated.</p>	<p>Clerk</p>
<p>P&P033 – 10/09/2013</p>	<p>Communications</p> <p>i. The Clerk advised that a draft newsletter was in the process of being put together and would be circulated by email in due course. The Parish Office was requested to obtain new quotations for printing costs and turnaround times. It was also suggested that adverts for the Christmas Tea Party, the Cricket Club fireworks, Christmas in the Park and Church events over Christmas be included. The Clerk requested permission from the Policy & Personnel Committee that the winning entry for the limerick competition planned for the Christmas Party, be published in the spring newsletter and on the website. This was agreed.</p> <p>ii. Pre-reading provided detail that a proposed dedicated Beacon Hall Facebook Page is established and maintained, and to consider endorsing the Beacon Hall Managers' powers to provide advertising through social media. It was acknowledged the matter had been referred from Full Council to consider as part of the Communications Policy for the Council, for which the Policy & Personnel Committee has responsibility. Parish Council communications was discussed, and it was generally felt that as the Communications Policy had only recently been established providing responsibility to one Committee, it was sensible to keep it that way for the foreseeable future. After some discussion, it was resolved that a dedicated Beacon Hall Facebook Page be established, and the Clerk be empowered to monitor the page on behalf of the Policy & Personnel Committee, to ensure it remains within the regulations of the Communications policy. Furthermore, that a feedback report on the Facebook page be set as a recurring agenda item for the Policy & Personnel Committee. The Clerk was also requested to relay this resolution to the Beacon Hall Managers.</p> <p>iii. The Clerk advised that following the above resolution the dedicated Beacon Hall website may wish to be discussed and agreed for it to be monitored and updated in the same manner. The matter was discussed and it was</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk Clerk</p>

	<p>resolved that the Clerk be empowered to maintain and monitor the Beacon Hall website on behalf of the Policy & Personnel Committee, to ensure it remains within the regulations of the Communications policy. Furthermore, that a feedback report on the websites be set as a recurring agenda item for the Policy & Personnel Committee.</p> <p>The Clerk explained about preparations to establish personalised email addresses for staff and for the clerk@ email address to be the only generic email address for the Council going forward, which will then be able to be maintained by all staff within the Parish Office. This will allow for continuous cover of general communications during periods of absence. The Clerk was requested to investigate prices for the set-up of email addresses for councillors and to report back.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>P&P034 – 10/09/2013</p>	<p>Governance Planning Cycle</p> <p>The Clerk had provided a copy of the updated annual governance planning cycle as pre-reading. It was agreed the document should be a regular item on each Policy & Personnel Committee agenda to receive an update on progress and to ensure that action items were progressing accordingly. The Clerk read out those items due for September and it was noted the majority were already in hand. Cllr. Calvin Bird requested that Chairs of all Committees be invited to the October Finance & Amenities Committee meeting for budget purposes be included on the cycle document. The Clerk advised this could be added but the amendment would need to be ratified by Full Council.</p> <p>Cllr. Jonathan Rich stated that traditionally the Policy & Personnel Committee was made up of Chairs or Vice-Chairs of the other Committees. It was suggested that this could be considered as part of the Standing Orders or Terms of Reference when adopted at the annual meeting of the Parish Council in May.</p>	<p>Clerk</p> <p>Ad.Pnl. & Clerk</p>
<p>P&P035 – 10/09/2013</p>	<p>Parish Plan</p> <p>Pre-reading provided a table detailing the key points identified from the Parish Plan, allocating each point to a Council Committee for their further investigation, feedback and proposals.</p> <p>The document was reviewed, the allocations were agreed and the Clerk was requested to include them on each of the Committee's next agendas.</p> <p>The new resident welcome pack was briefly discussed particularly what could be included, such as information on volunteering opportunities and a questionnaire, vouchers for local businesses, latest newsletter. It was decided for the Welcome Pack to be set as a future agenda item and for Councillors to bring along their ideas to the next meeting.</p>	<p>Clerk</p> <p>Clerk All Cllrs</p>
<p>P&P036 – 10/09/2013</p>	<p>Councillor & Staff Training</p> <p>The Clerk provided an update regarding possible training courses for staff and councillors for 2013 and 2014, explaining timescales and prices. She also advised that Cllr. Andrew Fraser would be attending the NALC 'Putting Communities First' conference in September. Cllr. Karen Walker had undertaken her food hygiene certificate training and the Parish Office staff will action the same on-line course over the next few weeks.</p> <p>The copies of the new 4th edition of the Good Councillors Guide had been ordered directly from NALC. It was suggested that a copy of the Parish Councillor's Guide by Paul Clayden also be ordered for Councillors. The Clerk advised she was not sure if there was an up-to-date version published but would make enquiries.</p>	<p>AF</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>P&P037 – 10/09/2013</p>	<p>Date & Time of Next Meeting</p> <p>The date of the next Policy & Personnel Committee meeting is scheduled to be held on Tuesday 22nd October at 7pm at the Beacon Hall.</p>	<p>Clerk</p>

The meeting closed at 8.55pm

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

DRAFT