



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Executive Committee Meeting held on Tuesday 12th June 2018 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Tom Clifford; Jo Davis; Claire Parfitt.

In attendance:

Tanya West – Parish Clerk

Public Session: There were no members of the public in attendance.

Minute Ref.	Agenda Item	Action
EC001 – 12/06/2018	Election of Temporary Chair Due to the absence of the Chair and Vice-Chair of Full Council, it was resolved to elect Cllr. Tom Clifford as the temporary Chair to run the meeting. Proposed by: Cllr. Jo Davis Seconded by: Cllr. Claire Parfitt Agreed unanimously.	
EC002 – 12/06/2018	Apologies for Absence Apologies had been received from Cllr. Andrew Larcombe due to being away on holiday and so in accordance with Standing Orders he had nominated Cllr. Jo Davis as his substitute. Apologies had also been received from Cllr. Jonathan Rich due to work commitments and Cllr. Kathy Thomas due to being away on holiday. These apologies were duly noted.	
EC003 – 12/06/2018	Declarations of Interest No further interests, to those already disclosed to the Monitoring Officer, were declared.	
EC004 – 12/06/2018	Actions As this is a newly established Standing Committee no actions had yet been assigned. The Clerk to create a new committee page on SharePoint.	Clerk
EC005 – 12/06/2018	Items for Urgent Report There were no items for urgent report.	
EC006 – 12/06/2018	Advisory Panel It was resolved to reappoint an Executive Committee Advisory Panel , made up of all members of the Committee, to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference detailed on the Advisory Panel Form (see appendix EC006i). Proposed by: Cllr. Tom Clifford Seconded by: Cllr. Claire Parfitt Agreed unanimously.	Clerk
EC007 – 12/06/2018	Centenary Armistice Beacon Lighting Event Pre-reading provided a report on the draft proposals for the Centenary Armistice Beacon lighting event to be held on 11 th November 2018 at Beacon Hall. It was noted there is £500 allocated as an Ear Marked Reserve for this event. The	

	<p>suggested plan was discussed and the following agreed:</p> <ul style="list-style-type: none"> ➤ Local organisations (e.g. Scouts, Guides, school, churches) are contacted to ask if and how they would like to be involved. A meeting date to be arranged once it is known who is interested and more details are available. ➤ Refreshments of tea and cake are provided and that the Women's Institute is contacted so see if they could help provide/serve the refreshments. A monetary donation for the refreshments could be collected for a military-related charity/ies. ➤ That the names of the fallen (from the Remembrance Memorial at the Church) are read out as part of the ceremony. ➤ That prices are obtained for the hire of flood lighting and a PA system for the event. ➤ An article is included in the next newsletter advising of the date and asking for past and current service personnel to indicate if they would like to attend. One of whom could hopefully be selected to light the beacon (insurance and logistics permitting). ➤ A display of World War I memorabilia and pictures, if possible relating to Peasedown St John, including the mining community, is created in Beacon Hall. Radstock Museum to be contacted and an article included in the newsletter asking for photographs, stories etc. This display may also be something the school could be involved with. ➤ To investigate the possibility of having the sound of Dunkerton Bells transmitted to Peasedown (Dunkerton are signed up to be involved with the ceremony). To be tested in advance. ➤ To investigate getting a volunteer to play the 'Last Post' at the event. <p>Further information on this plan to be obtained for further discussion at the next meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>EC008 – 12/06/2018</p>	<p>Correspondence, Complaints and Issues</p> <p>Discussions were held on the most appropriate processes and items that should be included in a new regular report for Full Council about correspondence, complaints and issues that are received by the Parish Office.</p> <p>It was debated how items should be categorised; for example, if a resident is disagreeing with a decision of the Parish Council, then this should not be a complaint, however, if they are expressing dissatisfaction on the Council not adhering to procedure then it would be a complaint.</p> <p>Various examples were considered and it was agreed that initially the Clerk should include all the issues that are being dealt with, providing a brief summary of what they are and how they have been actioned/responded to. It was agreed that the items are for report only and should not be open for debate at the meeting but with any process issues being delegated to the Personnel Committee.</p> <p>It is planned that the system will the evolve naturally, highlighting those items that will continue to need reporting and those that would just be classed as 'business as normal' activities.</p>	<p>Clerk</p>
<p>EC009 – 12/06/2018</p>	<p>Order of Known Business</p> <p>The Order of Known Business document was reviewed, with particular reference to the potential for there being insufficient funds to cover all the projects that are aimed to be completed during the current financial year. It was also noted that additional funds may be required if the Parish Council agrees to pay half of the cost of the ecology survey and the Planning Performance Agreement for the planning application for a new football club house (minute C217-23/01/2018 refers).</p> <p>It was agreed to defer the discussion until the next meeting in order to obtain additional updated quotations for the MUGA improvements and hire/lease prices for a ride on mower.</p>	<p>Clerk</p>

EC010 – 12/06/2018	Date and Time of Next Meeting & Future Agenda Items The date of the next Executive Committee meeting is to be determined. However, the date of the Executive Committee Advisory Panel is scheduled to meet on Monday 9 th July 2018 at 7pm at Beacon Hall. No future agenda items were raised.	
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Meeting closed at 8.13pm

Signed.....

Date.....

DRAFT

Appendix EC006i - Update – Executive Committee Advisory Panel Terms of Reference



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PEASEDOWN ST. JOHN PARISH COUNCIL ADVISORY PANEL RECORD FORM

ADVISORY PANEL FOR EXECUTIVE COMMITTEE

Commissioning Group:	Executive Committee
Date of Formation (minute reference):	EC006 – 12/06/2018
Chair:	Cllr. Kathy Thomas
Terms of Reference	
General Purpose:	To make recommendations to Full Council for the setting and monitoring of priorities.
Specific Aims:	<ul style="list-style-type: none"> ➤ To monitor the Order of Known Business and implementation of projects. ➤ To advise the council on setting of priorities and to monitor agreed priorities. ➤ To keep council appraised of progress against agreed priorities. ➤ To support the Clerk in meeting objectives within realistic timescales. ➤ To improve communications and understanding between committee chairs. ➤ To improve communications and understanding between councillors.
Success Criteria:	Completion of agreed priorities and projects on time and within budget.
Duration:	Long-term; it is intended for this Advisory Panel to run for the duration of the council year and to be reappointed at the first Executive Committee meeting following the Annual Full Council meeting in May 2019.
Reporting Procedures:	The Parish Office will maintain a log of all Advisory Panel meetings. Notes will be taken at every Advisory Panel meeting by the Chair (using the pro-forma attached) and will be circulated to all members of the Advisory Panel and the Clerk. These will be filed on SharePoint and used for Full Council pre-reading etc. where required.
Membership:	The Chair and Vice-Chair of Full Council. The Chair and Vice-Chair of each Standing Committee.
Date Disbanded (minute reference):	