



PEASEDOWN ST JOHN PARISH COUNCIL

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Minutes of the Policy & Personnel Committee Meeting held on Tuesday 9th June 2015 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Tom Clifford, Andrew Fraser, Lesley Mansell (Vice-Chair), Jordan Ness, Jonathan Rich (Chair)

Cllrs. Kathy Thomas and Jo Davis were also present at the meeting, in their capacity as Chair and Vice-Chair of Full Council respectively, providing them with full voting rights.

In attendance:

Tanya West – Parish Clerk

Public Session

No members of the public were present at the meeting. Cllr. Andrew Fraser advised that he was undertaking a community survey using a Tearfund grant. The data collected will help to determine functions of the village looking at gaps that can be filled in the future. Cllr. Fraser welcomed feedback from councillors and residents and advised the project will take about nine months to complete.

Minute Ref.	Agenda Item	Action
P&P001 – 09/06/2015	Election of Chair and Vice-Chair The Clerk advised that one written and signed nomination for the position of Chair had been received for Cllr. Jonathan Rich. As no further nominations were received it was unanimously agreed to elect Cllr. Jonathan Rich as the Chair. Cllr. Jonathan Rich advised that one written and signed nomination for the position of Vice-Chair had been received for Cllr. Lesley Mansell. As no further nominations were received it was unanimously agreed to elect Cllr. Lesley Mansell as the Vice-Chair. Both Councillors were congratulated on their appointments.	
P&P002 – 09/06/2015	Apologies for Absence With all Committee members present at the meeting no apologies were received.	
P&P003 – 09/06/2015	Declarations of Interest No additional interests, to those already disclosed to the Monitoring Officer, were declared.	
P&P004 – 09/06/2015	Minutes i. 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. ii. 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. iii. The minutes of the Policy & Personnel Committee meeting held on 7 th April 2015 were not yet available so their approval would be deferred until the next meeting. iv. The actions register had not been circulated, although it was reported the majority of actions had been completed or were set as agenda items. An updated register would be issued for the next meeting. In her role as Vice-Chair, Lesley Mansell, agreed to update the action register going forward. The Clerk to issue the spreadsheet template accordingly.	Clerk Clerk Clerk LM & Clerk
P&P005 –	Items for Urgent Report	

09/06/2015	There were no items for urgent report.	
P&P006 – 09/06/2015	Personnel Sub-Committee It was resolved to appoint the following members to the Personnel Sub-Committee; Cllr. Tom Clifford, Cllr. Andrew Fraser, Cllr. Lesley Mansell and Cllr. Jonathan Rich. Furthermore, Cllr. Kathy Thomas and Jo Davis, in their capacity as Chair and Vice-Chair to the Full Council are automatically members of the Sub-Committee if they wish to attend meetings.	Clerk
P&P007 – 09/06/2015	Governance Planning Cycle A copy of the updated Governance Planning Cycle was tabled at the meeting and items due to be actioned during June and July were discussed. It was noted that several of the items relating to the Annual Return will need to move from June to May as the submission deadline has been brought forward. The Annual Report was also discussed and it was acknowledged a formal report had not been completed for the Council year just ended. It was suggested that for next year it is prepared alongside the Chair's report given at the Annual Village Meeting and is published on the website in April. The Football Club Changing Room Inspection will need to be amended to incorporate the points raised in the User Agreements. It was agreed to leave the Away Day as an activity for July, even though it may not be undertaken this council year. All the above suggestions were agreed and it was resolved the Clerk update the document accordingly.	Clerk
P&P008 – 09/06/2015	Policy and Procedures The Parish Council's Policy and Strategic Document Register was tabled at the meeting, along with minute P&P070-03/02/2015 detailing the outstanding policies identified as needing investigation and possible inclusion. The Clerk requested the document be read and a way forward to deal with the outstanding policies be established. Cllr. Kathy Thomas expanded on discussions from previous meetings relating to the establishment of procedure documents that link to the policies. The Clerk reported this was something the External Auditor had also requested. Cllr. Thomas suggested the use of free flow-chart software to record these procedures and that councillors could be involved in this work so as not to heavily involve the Parish Office. The flow charts could then cross reference the policies and Standing Orders and would also provide another way to review the policies and their accuracy. Concerns were raised regarding the amount of work involved in this and it was suggested that those processes with a higher frequency of use should be looked at first. It was established that these would mainly be personnel/staff related and as such it was agreed for the matter to be put on the next Personnel Sub-Committee agenda.	Clerk & PSC
P&P009 – 09/06/2015	Filming and Recording of Meetings Pre-reading provided various documents published by NALC and the DCLG regarding the recent changes in legislation associated with the filming and recording of council meetings. It was noted the Council's Standing Orders are now out of date regarding this matter and need to be updated accordingly. The implications of filming and recording of meetings were discussed; it was suggested details should be included on all agendas and Chairs should mention it at the beginning of meetings. In readiness for consideration at the next meeting the Clerk was requested to summarise the pre-reading documents with a view to creating a policy/procedure and to obtain the relevant updated model Standing Order from NALC.	Clerk
P&P010 – 09/06/2015	Standing Orders The Clerk was requested to contact NALC to establish if their Model Template Standing Orders had been amended to incorporate recent legislative changes. It was agreed for Cllrs. Fraser, Rich and Thomas to review the existing Standing Orders against any NALC amendments and to report back at the next meeting for consideration of recommendations to Full Council in due course.	Clerk AF, JR & KT
P&P011 – 09/06/2015	Parish Plan Pre-reading provided a summary of the relevant minutes at which the Parish Plan	

	had been discussed over the last two years. Also, a previously established list of the key points and associated Parish Council Committee action or responsibility. It was noted this had not been actively reviewed in the past twelve months and suggestions were raised at how best to undertake this particularly as the Parish Plan is now half way through its term. Suggestions included at the Councillor Away Day, by the Committee Chairs or to be set as an agenda item at Committee meetings.	
P&P012 – 09/06/2015	<p>Communications Update</p> <p>The following updates were received:</p> <p>i. Newsletter - The Summer 2015 newsletter is being written and a first draft was tabled at the meeting. Various amendments to articles were suggested:</p> <ol style="list-style-type: none"> a. Possibly using an aerial photograph of the skate park. b. Noting that the new photography club in the village is working on submissions for the calendar competition. <p>A revised draft would be emailed to all councillors in due course. The delivery of the newsletter was discussed, particularly the gaps in delivery rounds created from some of the councillors that have now left. It was considered important that councillors should deliver the newsletter and also feel they are able to submit suggestions and articles. The Clerk to inform councillors via email and the matter to be mentioned informally at the next Full Council.</p> <p>ii. Press Releases – Articles on Community Grants and the Skate Park had recently been issued to the press. Also, adverts for the Councillor Vacancies.</p>	<p>Clerk</p> <p>Clerk All Cllrs</p>

8.51pm – Cllr. Jo Davis left the meeting.

P&P012 – 09/06/2015	<p>Communications Update cont.</p> <p>iii. Websites – The Clerk advised that the Parish Office would be removing the out of date information and pages from the websites over the next few weeks; thus reducing the amount of content needing to be kept up to date. The upgrade/full review of the website would be considered later in the year.</p> <p>iv. Social Media – Facebook pages no longer appear to prevent users from posting comments on posts/events administrators have put up on the page, although ‘fresh’ posting can be prevented. This is contrary to the original agreement for the Parish Council’s official page. This was acknowledged and it was resolved to continue with the Page but to monitor any comments. The Facebook Policy is already set up to cover comments/feedback being posted. The Clerk was requested to establish an embedded post at the top of the page requesting the Council be contacted directly if a response is required as feedback/comments may not necessarily be picked up in a timely manner.</p> <p>v. E-mail – The Clerk was requested to investigate cost and logistics for establishing Councillor e-mail addresses linked to the Parish Council website.</p> <p>vi. Councillor Surgeries – It was agreed to organise two Parish Councillor surgeries on a trial basis; to be held on 11th July and 19th September from 10-11.30am, one outside of Tesco, the other outside of the Co-op, subject to their permission. The Clerk to arrange and email all Councillors requesting volunteers.</p> <p>vii. Welcome Pack – To continue with the current process and perhaps to revisit the process with new Curo tenants. The Clerk to speak with their neighbourhood officer when time permits.</p> <p>viii. Other – Cllr. Kathy Thomas explained her proposals for improving communications between councillors and committees by establishing an Advisory Panel consisting of the Chairs of each Committee and the Full Council. Cllr. Thomas suggested the Panel could make recommendations to Full Council for the priorities of the Clerk’s workload which would be based on input from all Committees. Various concerns were raised about whether this would generate additional work for the Clerk or if this would be the most effective way of prioritising work and projects. It was resolved to request that Full Council grant permission for the Policy & Personnel Committee to investigate this suggestion</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk & All Cllrs</p> <p>Clerk</p> <p>Clerk &</p>
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	and establish a Terms of Reference for the proposed Advisory Panel and then bring the recommendations back to Full Council for ratification.	KT
P&P013 – 09/06/2015	Health & Safety It was noted the Health & Safety audit report had still not been received, although an invoice for the works had. The Clerk was continuing to work through the action points identified at the meeting and was requested to speak with the contractor regarding the invoice and lack of report.	Clerk
P&P014 – 09/06/2015	Councillor & Staff Training The Clerk was requested to ensure that staff training requirements are an agenda item for the next Personnel Sub-Committee meeting. The Clerk is liaising with ALCA regarding dates for a Good Councillor Training session to be held at Beacon Hall on a Tuesday evening.	Clerk Clerk
P&P015 – 09/06/2015	General Power of Competence Pre-reading provided a document published by the Local Government Association explaining the General Power of Competence which was introduced under the Localism Act 2011. The Committee noted it would be a large piece of work to undertake but were unclear of the benefits to make a decision on whether to proceed. The Clerk was therefore requested to prepare a briefing paper for the next meeting covering the following points: <ul style="list-style-type: none"> ➤ What is the General Power of Competence? ➤ What are the benefits? ➤ How can it be obtained? ➤ Are there any links to Quality Council status? ➤ Does it link to the Parish Plan? ➤ Are there any funding streams available which are linked to it? 	Clerk

9.59pm – In line with Standing Order 10.a.xv. it was agreed to suspend Standing Order 3.w. and extend the length of the meeting by a further 15 minutes.

P&P016 – 09/06/2015	Committee Functions and Associated Workloads The minimum/maximum agenda topic functionality was discussed, and it was agreed that due to the nature of the Policy and Personnel Committee it was not really conducive to this set up. The majority of the personnel related items are already split being discussed by the Personnel Sub-Committee, so generally all that is remaining is policy related. It was however further agreed that the Committee agendas should be better managed; with the Clerk and the Chair working together on timings and setting one larger topic for discussion and a few smaller items.	Clerk & JR
P&P017 – 09/06/2015	Resolution Relating to Confidential Nature Due to time limitations it was agreed to transfer this item to the Personnel Sub-Committee.	
P&P018 – 09/06/2015	Staff Issues Due to time limitations it was agreed to transfer this item to the Personnel Sub-Committee.	Clerk
P&P019 – 09/06/2015	Resolution to Revert to Public Session Due to time limitations it was agreed to transfer this item to the Personnel Sub-Committee.	
P&P020 – 09/06/2015	Date and Time of Next Meeting & Future Agenda Items The date of the next Policy & Personnel Committee meeting is to be determined.	

The meeting closed at 10.08pm

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