



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 3rd February 2015 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Calvin Bird, Tom Clifford, Jonathan Rich (Chair), Kathy Thomas
 Cllr. Andrew Fraser was also present at the meeting, in his capacity as Chair of Full Council, providing him 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 |
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| P&P065 – 03/02/2015 | Apologies for Absence Cllr. Jordan Ness was absent due to university commitments, Cllr. John Whittock and Cllr. Karen Walker were both absent due to illness. All apologies were duly noted. | |
| P&P066 – 03/02/2015 | Declarations of Interest No additional interests, to those already disclosed to the Monitoring Officer, were declared. | |
| P&P067 – 03/02/2015 | 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 5 th August 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 minutes of the Policy & Personnel Committee meeting held on 14 th October 2014 were not yet available so their approval would be deferred until the next meeting. vi. The minutes of the Policy & Personnel Committee meeting held on 2 nd December 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. vii. The actions register had not been circulated so verbal updates were provided at the meeting and a fully revised version to be presented at the next meeting. | Clerk Clerk Clerk Clerk Clerk |
| P&P068 – 03/02/2015 | Items for Urgent Report There were no items for urgent report. | |
| P&P069 – 03/02/2015 | Governance Planning Cycle A copy of the updated Governance Planning Cycle was tabled at the meeting and items due to be actioned during January, February and March was discussed. It | |

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| | <p>was noted that several of the items had already been actioned at the January Full Council meeting; some were included as agenda items for discussion at this meeting and others were due to be covered by the Finance & Amenities Committee meeting later in the month. The Clerk to investigate regarding the Charity Commission return and arrange for a Trustees meeting prior to the next Full Council meeting if required. The Clerk to send out any election-related timetables/materials to all councillors as and when received.</p> | <p>Clerk Clerk</p> |
| <p>P&P070 – 03/02/2015</p> | <p>Policy Review It was acknowledged that although the Parish Council had established various policies a register of them had not been created. The Clerk had therefore drafted a register which was tabled at the meeting (attached to these minutes as appendix P&P070i). This was reviewed and the following policies were identified as needing investigation and possible inclusion:</p> <ul style="list-style-type: none"> ➤ Social media policy. ➤ Whistle-blowing policy. ➤ Business continuity/disaster recovery policy. ➤ Anti-bullying and harassment policy. <p>The Governance and Annual Planning Cycle document was also reviewed the following strategies were identified as having policy documents outstanding:</p> <ul style="list-style-type: none"> ➤ The inclusiveness and participation strategy <ul style="list-style-type: none"> ○ The responsibilities of the council towards residents ○ Sports and arts ○ Provision for the age groups ➤ The environment, amenities and services strategy ➤ The visual and heritage strategy ➤ The commercial strategy <ul style="list-style-type: none"> ○ The council's commercial activity ○ The support of local commerce ➤ The financial strategy <p>The Clerk was requested to establish a page on policies on the Parish Council website and upload those documents available. A set of procedure documents linking to these policies will also need to be created for internal reference only. All outstanding items to be considered at future meetings.</p> | <p>Clerk Clerk Clerk</p> |
| <p>P&P071 – 03/02/2015</p> | <p>Communications Update The following updates were received:</p> <ol style="list-style-type: none"> i. Newsletter - The Spring 2015 newsletter had been drafted and was tabled at the meeting. Various amendments to articles were suggested: <ol style="list-style-type: none"> a. To include an article on the Christmas Tea Party b. Expanding the Community Grants article c. To defer the Councillor article until after the election to combine it with an introduction of all the new councillors. <p>The Clerk agreed to incorporate these suggestions and a revised draft would be emailed to all councillors in due course.</p> ii. Press Releases – A Christmas Tea Party article had been issued and regular press releases would be returned to once the outstanding minutes are cleared. iii. Websites – No further updates since the last meeting. The Clerk was requested to remove out of date pages and information. As upgrading the website is still pending it was resolved that any remaining operational budget is carried forward to the 2015/16 financial year. iv. Social Media – The promotion of the Beacon Hall Facebook page was being worked on with the 'Like us on Facebook' logo being added to the Beacon Hall letterheads, booking forms, email auto-signatures etc. It was suggested it also be included on the footer of the newsletter. v. E-mail – No further updates since the last meeting. It was considered useful to establish Councillor e-mail addresses after the election and so it was resolved that any remaining operational budget is carried forward to the 2015/16 financial year. vi. Councillor Surgeries – No Parish Council organised surgeries to be held until | <p>Clerk Clerk Clerk Clerk Clerk</p> |

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| | <p>after the election.</p> <p>vii. Welcome Pack – The local estate agent had been reminded of the Welcome Packs and had agreed to issues lists on a regular basis going forward.</p> <p>viii. Other – The Councillor ‘Away Day’ was discussed with particular reference to whether it was still applicable and the most effective way of channelling project ideas and suggestions such as ‘Community Conversations’ to address larger matters affecting the village. It was felt the Council had evolved sufficiently that it was no longer the most appropriate way to work and it was therefore resolved to recommend to Full Council that the ‘Away Day’ be removed from the Annual Governance Cycle and instead each Committee be asked to consider the following years projects and social events calendar in either their June, July or August meetings.</p> | Clerk |
| P&P072 – 03/02/2015 | <p>Parish Council Facebook Page</p> <p>Cllr. Kathy Thomas provided a presentation on how internet searches can generate Facebook hits and the benefits of the Parish Council having an official Facebook page. Key issues identified in the presentation were:</p> <ul style="list-style-type: none"> ➤ Parish Council web site must display an obvious link to the Facebook page. ➤ The Facebook page must be updated regularly. ➤ Facebook pages are open to all, not just those users who have a Facebook profile, however only those with a profile will be able to comment on the page. ➤ The page can be open or closed in relation to users leaving comment. <p>The Clerk had spoken with another Parish Council of a similar size who have already established a successful page and provided some useful feedback:</p> <ul style="list-style-type: none"> ➤ Some updates result in a reduction in queries into the Clerk as they are able to send news items to a large number of residents quickly e.g. planning application queries, road works etc. ➤ Only adverts for events that will improve the well-being of residents are allowed e.g. quiz night at the local pub, jumble sale at village hall. ➤ One strike and out rule applies for inappropriate comments for residents leaving comments. <p>Advantages and disadvantages were discussed and it was resolved to recommend to Full Council that Peasedown St. John Parish Council has an official restricted Facebook page, with a go-live date to be confirmed in conjunction with the Clerk’s available resources.</p> <p>The Clerk was requested to email out a draft suggested Facebook/Social media policy to the members of the Policy & Personnel Committee prior to the Full Council meeting.</p> | Clerk Clerk |

9.03pm – Cllr. Andrew Fraser left the meeting.

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| P&P073 – 03/02/2015 | <p>Communications Policy</p> <p>It was resolved to defer the review of the Parish Council’s Communications Policy to the Policy & Personnel Committee meeting in April in order to allow incorporation of any Facebook/Social Media policy content resulting from the discussions on the proposed Parish Council Facebook page at the Full Council meeting in March 2015.</p> | Clerk |
| P&P074 – 03/02/2015 | <p>Review of Standing Orders</p> <p>In preparation for the Annual Meeting of the Full Council, and in accordance with Full Council minute C039-10/06/2014 the Standing Orders were reviewed; they were considered as remaining relevant and no suggested amendments were raised. It was therefore resolved to accept to continue with them as they are unless any updates from Avon Local Council’s Association/National Association of Local Councils advise to the contrary.</p> | |
| P&P075 – 03/02/2015 | <p>Review of Committees Terms and Delegations</p> <p>In preparation for the Annual Meeting of the Full Council the Council’s Committee structure and their Terms of Reference and Delegations were reviewed. The following two typing errors were identified:</p> <ul style="list-style-type: none"> ➤ <i>Personnel Sub-Committee - Establish <u>and</u> administer an effective disciplinary procedure.</i> | Clerk |

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| | <p>➤ <i>Planning & Environment Committee - All matters appertaining to environment issues raised within the parish concerned with highways, transport, lighting, waste disposal, recycling, liquor and entertainment licences and general land uses not involved involving planning applications.</i></p> <p>It was also resolved that the following addition be recommended for inclusion: 'The Finance & Amenities Committee to assume the Terms of Reference and Delegations of the Beacon Hall Management Committee in the event the Beacon Hall Management Committee does not operate.'</p> | Clerk |
| P&P076 – 03/02/2015 | <p>Health & Safety</p> <p>It was noted the Health & Safety audit report had still not been received, however, the Clerk was continuing to work through the action points identified at the meeting. The asbestos survey had been undertaken and an asbestos management plan needs to be established for Ashgrove Cemetery; the Clerk to investigate. It was discussed whether to continue with the same auditor for the following year if the report was not forthcoming. The Clerk was requested to raise this with the auditor and to put the matter for discussion at the next meeting.</p> | Clerk Clerk |
| P&P077 – 03/02/2015 | <p>Parish Office ICT</p> <p>The Parish Office had again been experiencing problems with the internet connection and had been advised that fibre broadband would help to resolve these issues. A quotation of £24/month had been received for a two year period, which would bring the contract to an end at the same time as the telephone line. New quotations had been obtained for routing the Beacon Hall telephone line into the Parish Office, along with dual line handsets which would allow all office staff to be able to answer both the Parish Council and the Beacon Hall lines. This was discussed and it was resolved that within the constraints of the operational budget the moving of the Beacon Hall telephone line so it can be answered in the Parish Office be undertaken along with upgrading the Parish Office broadband to unlimited capacity in accordance with the quote from BT.</p> | Clerk |
| P&P078 – 03/02/2015 | <p>Councillor & Staff Training</p> <p>Staff training on the Sage accounting system is continuing and the Clerk and Caretaker are booked in to undertake Management of Memorials training in June 2015. Good Councillor Training was discussed with a view to booking something in after the elections to assist new Councillors as a refresher for those returning. It was resolved for the Clerk to book in this training for all councillors and office staff as a Tuesday evening session in May or June. It was further resolved that any operational budget for training unspent by 31st March 2015 be carried forward to the 2015/16 financial year.</p> | Clerk Clerk |
| P&P079 – 03/02/2015 | <p>Resolution Relating to Confidential Nature</p> <p>As there were no staff issues to report this agenda item was not required.</p> | |
| P&P080 – 03/02/2015 | <p>Staff Issues</p> <p>As there were no staff issues to report this agenda item was not required.</p> | |
| P&P081 – 03/02/2015 | <p>Resolution to Revert to Public Session</p> <p>As there were no staff issues to report this agenda item was not required.</p> | |
| P&P082 – 03/02/2015 | <p>Date and Time of Next Meeting & Future Agenda Items</p> <p>The date of the next Policy & Personnel Committee meeting is scheduled to be held on Tuesday 7th April 2015 at 7.00pm at the Beacon Hall. Items to be considered for inclusion on this agenda to be submitted to the Clerk prior to 27th March 2015.</p> | Clerk |

The meeting closed at 9.36pm

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



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PEASEDOWN ST. JOHN PARISH COUNCIL POLICY AND STRATEGIC DOCUMENTATION REGISTER

Written: January 2015

Last Reviewed: Policy & Personnel Committee on 3rd February 2015

| Ref. | Document Name | Adopted | Last Updated |
|------|---|---------------------|--------------|
| | Bereavement Policy | Due 17/03/2015 | |
| | Burial & Memorial Policy | Due 17/03/2015 | |
| | Communications Strategy | C012 – 27/05/2014 | |
| | Disciplinary Policy | P&P020 – 30/07/2013 | |
| | Equal Opportunities and Anti-Discrimination Policy | C070 – 03/09/2013 | |
| | Employee Expenses Policy | C152 – 04/03/2014 | |
| | Formal Complaints Procedure | C424 – 23/04/2013 | |
| | Governance Policy and the Annual Planning Cycle | C022 – 28/05/2013 | |
| | Grievance Policy | P&P020 – 30/07/2013 | |
| | Health & Safety Policy | C070 – 03/09/2013 | |
| | Internal Dispute Resolution | C302 – 20/11/2012 | |
| | Local Government Pension Scheme Employers' Discretions Policy | C152 – 04/03/2014 | |
| | Memorial Tree, Shrub and Bench Donation Policy | Due 17/03/2015 | |
| | Overgrown Vegetation Policy | C055 – 22/07/2014 | |
| | Policy for Advisory Panels | C327 – 18/12/2012 | |
| | Risk Register | C014 – 27/05/2014 | |
| | Employee Sickness Policy | C152 – 04/03/2014 | |
| | Standing Orders | C007 – 27/05/2014 | |
| | Terms of Reference and Delegations | C006 – 27/05/2014 | |
| | Weed Control Policy | C275 – 30/10/2012 | |