



**PEASEDOWN ST JOHN PARISH COUNCIL**

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**Minutes of the Policy & Personnel Committee Meeting held on Tuesday 2<sup>nd</sup> December 2014 at 7.00pm at the Beacon Hall, French Close, Peasedown St John**

**Present:**

**Councillors:** Calvin Bird, Tom Clifford, Kathy Thomas, John Whittock  
 Cllrs. Andrew Fraser and Karen Walker were also present at the meeting, in their capacity as Chair and Vice-Chair of Full Council respectively, providing them both 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
<b>P&amp;P050 – 02/12/2014</b>	<b>Apologies for Absence</b> Cllrs. Jordan Ness and Jonathan Rich were both absent from the meeting with no apologies received. In the absence of both the Chair and Vice-Chair it was resolved that Cllr. Andrew Fraser should Chair the meeting.	
<b>P&amp;P051 – 02/12/2014</b>	<b>Declarations of Interest</b> No additional interests, to those already disclosed to the Monitoring Officer, were declared.	
<b>P&amp;P052 – 02/12/2014</b>	<b>Minutes</b> i. The minutes of the Policy & Personnel Committee meeting held on 22 <sup>nd</sup> 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 <sup>rd</sup> 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 <sup>th</sup> 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 <sup>th</sup> August 2014 had been circulated, however as it was some weeks previous the Councillors could not recall reading them and so their approval was also deferred until the next meeting. v. The minutes of the Policy & Personnel Committee meeting held on 14 <sup>th</sup> October 2014 were not yet available so their approval would be deferred until the next meeting. vi. The up-dated actions register would be circulated by e-mail in due course.	Clerk Clerk Clerk Clerk & P&P Clerk Clerk
<b>P&amp;P053 – 02/12/2014</b>	<b>Items for Urgent Report</b> The Clerk advised that a meeting of the Personnel Sub-Committee had been arranged for Thursday 11 <sup>th</sup> December 2014 at 4pm in the Parish Office; an agenda would be issued in due course.	Clerk & PSC
<b>P&amp;P054 – 02/12/2014</b>	<b>Communications Update and Policy Review</b> The following updates were received: i. Newsletter - The Autumn/Winter 2014 newsletter had been delivered and the Clerk explained that a complaint had been submitted from a Parish Councillor	

	<p>as they believed individual councillors should not be named in this newsletter due to it possibly being classed as advertising for the forthcoming elections. The matter had been referred to the Avon Local Councils Association (ALCA) representative, Peter Duppa-Miller, who had advised that the content of the Winter newsletter was acceptable and the Spring 2015 newsletter can mention specific councillors, especially in relation to projects they have been working on, however it would need to ensure that any article would not be influencing the electorate with regards to the elections in May. ALCA had also recommended that the Communications Policy and the Clerk's Job Description be amended to clarify process and responsibilities in relation to the newsletter. The matter was discussed and it was resolved to replace the existing wording in the Communications Policy (<i>The newsletter – four editions each year at regular intervals</i>) and replace it with the following:</p> <p><b><u>Newsletter</u></b>  <i>The Council creates and distributes its own newsletter four times a year which is delivered to all households in the parish. It aims to promote council activities, initiatives, policies and services and is also a means of circulating information to obtain feedback on current issues. The newsletter is composed in house in consultation with any appropriate Councillors and the Policy &amp; Personnel Committee (please refer to Council Committee Terms of Reference and Delegations). Ideas for articles will be welcomed and these should be passed directly to the Parish Clerk who is also the newsletter's appointed Editor.</i></p> <p>It was also resolved to add the following wording to the Clerk's Job Description: <i>Editor of the Parish Council newsletter - To manage the compilation and delivery of the newsletter, in conjunction with the Policy &amp; Personnel Committee and in line with the Communications Policy.</i></p> <p>It was further resolved that the Spring 2015 newsletter must be printed and distributed prior to 30<sup>th</sup> March 2015 when the pre-election purdah period commences.</p> <ul style="list-style-type: none"> <li>ii. Press Releases – No further updates since the last meeting.</li> <li>iii. Websites – No further updates since the last meeting.</li> <li>iv. Social Media – It was noted the Beacon Hall Facebook page had been running successfully for some time and so the previous suggestion of having a dedicated Parish Council Facebook page was revisited. It was deemed appropriate that a Facebook/Social Media policy be established; the Clerk to circulate draft options for the next meeting. It was resolved for Cllr. Kathy Thomas and the Clerk to prepare a presentation on Facebook for the next meeting with a view to presenting to the Full Council meeting in March and for the new page to be announced at the Annual Village Meeting in April 2015.</li> <li>v. E-mail – No further updates since the last meeting.</li> <li>vi. Councillor Surgeries – No further updates since the last meeting.</li> <li>vii. Welcome Pack – Three Welcome Packs had been issued since the last meeting to new residents of Frenchfield Road, Hillside View and Morgan Way; one of which had been generated by a Facebook update. It was suggested that councillors and staff be vigilant regarding house for sale and sold notices within the parish.</li> <li>viii. Other – No additional communication items were raised.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>KT &amp; Clerk Clerk</p> <p>All Cllrs.</p>
<p><b>P&amp;P055 – 02/12/2014</b></p>	<p><b>Parish Office ICT</b>  The Clerk advised investigations into routing the Beacon Hall telephone line into the Parish Office were being undertaken. This would also involve new telephone handsets to allow all office staff to be able to answer both the Parish Council and the Beacon Hall lines. A quotation had been received from British Telecom for approximately £1600 which was more than expected and so alternative options were being considered to obtain a system within the operational budget.</p>	<p>Clerk</p>
<p><b>P&amp;P056 – 02/12/2014</b></p>	<p><b>Governance Planning Cycle</b>  A copy of the Governance Planning Cycle was tabled at the meeting and items due to be actioned during December and January were discussed and the following changes agreed:</p>	

	<ul style="list-style-type: none"> <li>➤ Allotment renewals – invoices for annual fees will be raised on Sage.</li> <li>➤ Full Council approval of budget – to be moved from December to January.</li> <li>➤ Annual calendar of village social events – is currently only included in the Welcome Pack. Potential for expansion of this list and could include on new Facebook page when up and running.</li> <li>➤ Election regulations – to include an article on this in the spring newsletter.</li> <li>➤ Plan floral displays for the coming year – to input twice; summer display to be considered in October and winter display to be considered in April.</li> </ul> <p>The Clerk to update the document accordingly for future circulation to all.</p>	<p>Clerk Clerk Cllrs. &amp; Clerk</p> <p>Clerk</p> <p>Clerk</p>
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8.00pm – It was agreed to adjourn the meeting for a comfort break.

8.05pm – It was agreed to reconvene the meeting.

<b>P&amp;P057 – 02/12/2014</b>	<p><b>Councillor &amp; Staff Training</b></p> <p>The Clerk informed that staff training since the last meeting had mainly been on the new Sage accounting system. It was hoped to expand the training into other areas in the new year.</p>	Clerk
<b>P&amp;P058 – 02/12/2014</b>	<p><b>Councillor ‘Away Day’</b></p> <p>Cllr. Andrew Fraser summarised the content of the annual Parish Councillor ‘Away Day’ which was held on 28<sup>th</sup> November 2014 at Beacon Hall. Six councillors had attended as did the Parish Clerk. The Council’s vision and mission statements and the core aims and objectives were reviewed to consider their continued relevance. Areas of concern that presented themselves throughout the year were discussed, e.g. delay in issuing of minutes, with suggestions for improvement. Long-term future projects were noted such as a Neighbourhood Plan, a round-a-bout at the Radstock end of the village and addressing the demands on the health service in the parish. The latter included a suggestion of the Parish Council facilitating a ‘Community Conversation’ with the relevant parties to identify the areas of concern and suggest solutions; with particular reference to the doctors’ surgery. A list of possible projects to be considered for the 2015/16 financial year was circulated which had been generated from ideas from councillors, residents and staff. The full list to be circulated to all councillors for their feedback. Those who attended the meeting had indicated their preferences generating a short-list for further investigation into costings and feasibility by the Parish Office ready for budget discussions. It was noted that some of the projects would be more cost effective to be actioned together, others, although technically operational costs, have been included as a project initially due to their value or not having previously been actioned.</p>	Clerk & All Cllrs.
<b>P&amp;P059 – 02/12/2014</b>	<p><b>Project Action Items Priorities</b></p> <p>A list of the capital projects for the current financial year was tabled at the meeting, which detailed the following:</p> <ul style="list-style-type: none"> <li>➤ A summary of expenditure and works carried out to date for each project.</li> <li>➤ The likelihood of each project and budget being completed by the end of the financial year.</li> <li>➤ A project priority order as requested by the relevant committees overseeing the projects and a further overall project priority list as suggested by the Clerk.</li> </ul> <p>It was resolved the overall priority order should be decided by the Personnel Sub-Committee at their meeting on 11<sup>th</sup> December in conference with the Clerk regarding available resource and workload.</p>	PSC & Clerk
<b>P&amp;P060 – 02/12/2014</b>	<p><b>Transfer of Persimmon &amp; Taylor Wimpey Land within the Parish</b></p> <p>A report on the pieces of land identified for possible adoption transfer from Persimmon and Taylor Wimpey to the Parish Council was discussed. The Clerk explained that the Planning &amp; Environment Committee have reviewed the sites and identified some areas of concern which are being further investigated. The report was assessed with particular reference to the maintenance of these sites and whether it would be more appropriate to use Parish Council staff or to employ contractors. It was agreed that this should be a matter for the Personnel Sub-Committee to consider, as part of the review of the current workload of the</p>	

	<p>Caretakers.</p> <p>To aid with these discussions, and in order for the Finance &amp; Amenities Committee to make a decision on commuted sums for taking on this land, it was resolved to commission the Clerk to obtain quotations, from outside contractors, for the maintenance of these sites. The Clerk was also requested to obtain maintenance quotations from the same contractors for the maintenance of those sites, previously identified by the Caretaker, with a view to freeing-up some of his time to undertake the maintenance of these new sites and other areas such as the Garden of Remembrance. A full review to be undertaken by the Personnel Sub-Committee once the quotations have been received.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<b>P&amp;P061 – 02/12/2014</b>	<p><b>Resolution Relating to Confidential Nature</b></p> <p>It was not deemed necessary to put the meeting into confidential session and so this agenda item was not required.</p>	
<b>P&amp;P062 – 02/12/2014</b>	<p><b>Staff Issues</b></p> <p>The Clerk informed that the insurance brokers had confirmed that the 'Keyman' insurance cover relates only to specific job titles and so if the Parish Council decides this cover is necessary it would result in job title changes for some members of staff. It was therefore decided this matter would need further consideration by the Personnel Sub-Committee.</p> <p>Resource issues for Parish Caretaker duties had already been discussed under agenda item P&amp;P060-02/12/2014.</p>	<p>Clerk</p>
<b>P&amp;P063 – 02/12/2014</b>	<p><b>Resolution to Revert to Public Session</b></p> <p>As it was not deemed necessary to put the meeting into confidential session this agenda item was not required.</p>	
<b>P&amp;P064 – 02/12/2014</b>	<p><b>Date and Time of Next Meeting &amp; Future Agenda Items</b></p> <p>The date of the next Policy &amp; Personnel Committee meeting is scheduled to be held on Tuesday 3<sup>rd</sup> February 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 23<sup>rd</sup> January 2015.</p>	<p>Clerk</p>

The meeting closed at 8.40pm

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