

MEMBERS OF
SOMERSHAM PARISH COUNCIL
Personnel and Governance Committee
ARE SUMMONED TO THE NEXT MEETING
In the Norwood Room, The Norwood Building, Parkhall Road, PE28 3HE
On Wednesday 12th February 2025 at 10.00 am
www.somersham-pc.gov.uk

AGENDA

This meeting shall be closed under the **Public Bodies (Admission to Meetings) Act 1960 S1(2)**
A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

1. To Accept Apologies.
2. To Approve the Minutes of 20th November 2024.
3. To Receive an update regarding the Executive Officer's ongoing Community Governance qualification, and review agreed working and study hours (3-month review.)
4. To consider a quote received from Human Capital to update the PC employment handbook (£500 plus VAT)
5. To Review the following outdated policy documents: -
 - Using Contractors Policy (adopted 6th June 2016)
 - Somersham Parish Council Grant Policy (adopted 1st August 2011)
 - Somersham Parish Council Acceptable use of computers and internet usage policy (adopted 8th June 2015)
6. To Accept the following policy: -
Biodiversity Policy
7. To Receive an update regarding the draft Memorandum of Agreement (between Somersham Parish Council, Cambridgeshire County Council, Somersham Angling Club and Friends of Somersham Local Nature Reserve) and the draft lease and associated costs.
8. To Review the Lengthsman's job description - amendments to include cleaning duties at the Millennium Pavilion.

9. To Accept Notices & Matters for the next Agenda

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

Signature *Mrs I Healiss* 6th February 2025

Irene Healiss, Executive Officer The Norwood Building, Parkhall Road, Somersham PE28 3HE