



Established 1894

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**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE
HELD AT THE KING SUITE, ANGMERING VILLAGE HALL ON WEDNESDAY 1 NOVEMBER 2023**

Committee: Nikki Hamilton-Street, Alison Reigate, John Oldfield, Renée Hobson and Sylvia Verrinder.
For the meeting to take place 3 committee members need to be present, this is known as quorum and is a legal requirement.

Present: Councillors Nikki Hamilton-Street, Alison Reigate and Sylvia Verrinder

In attendance: Katie Herr – Parish Clerk

Acronym: Angmering Parish Office: APC. Arun District Council: ADC. Angmering Community Land Trust: ACLT.

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	23/020	APOLOGIES FOR ABSENCE Apologies were received and accepted from Cllr. Hobson and Cllr. Oldfield. At this point Cllr. Verrinder took on the role of Chair in order to progress the meeting. All present were in agreement.	
2	23/021	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	23/022	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 2 August 2023 were agreed and will subsequently signed by the Chair.	
4	23/023	PUBLIC CONSULTATION No members of the public were present, no questions sent in.	
5	23/024	CLERKS REPORT & ACTION LIST The Clerk talked through the action list and then asked if there were any questions. It was suggested that Mayflower Way was taken off the action list as this was being dealt with by the office and would be brought back to any subsequent meeting, if needed. It was suggested that Councilor Recruitment be removed from the action list as there was only 1 vacancy now and it was agreed that a question was added to the survey to highlight this and ask for potential candidates.	

- 6 **23/025 HEALTH AND SAFETY**
The Clerk talked through the general checks and confirmed that PAT testing was due in December 2023.
- The Clerk also mentioned the issues with the recent rain and the lock up becoming flooded. The Groundsman stores everything on racking so nothing has been damaged and the issue is being looked into by the owner. Councillors also expressed concern about the incoming storm and the safety of the Groundsman – the Clerk assured councillors that he was up to date with the weather conditions and had appropriate tasks organised.
- 7 **23/026 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER**
Both registers were discussed and the below are to be amended.
- General Risk Register**
The highlighted update regarding the sports pavilion and ACLT was noted. The scoring of number 16 – Losing Councillors from the Parish Council was discussed. It felt the scoring was appropriate as certain councillors have many years of not only council experience but also planning knowledge that could be lost if those councilors chose to leave.
- Financial Risk Register**
No changes were made.
- Action:** Update both registers and take to Full Council on 13 November 2023. **KH**
- 8 **23/027 MONTHLY DUTIES**
The last 3 months duties and the next 3 months duties were all talked through by the Clerk and the most recent addition of the Play Area Inspections was noted as being added.
- 9 **23/028 INVESTMENT UPDATE – ADDITIONAL FUNDS**
The report was discussed at length, and it was agreed to take the recommendations to Full Council in order to approve them. It was also agreed to ask Councillors to confirm the account maturing in March 2024 so to avoid delays.
The paper will be updated with new rates and taken to Full Council on 13 November 2023
- Action:** Update the report and take to Full Council on 13 November 2023. **KH**
- 10 **23/029 ONLINE MEETING PROTOCOL.**
The policy was talked through, and the amendments noted.
- Action:** Take the protocol to Full Council for adoption. **KH**
- 11 **23/030 INTERNAL INTERIM AUDIT REPORT – 2023/24**
The report was talked through, and the Clerk explained a few points that were picked up and already corrected. A comment was also noted regarding a high amount of general reserves and it was suggested this be looked at – see agenda item 13.
Thanks, and well done were given to the Clerk.

13 23/031 **EAR MARKED RESERVES – ADDITIONS TO BE MADE**

The report was talked through by the Clerk and questions answered.

RESOLUTION: Cllr. Hamilton-Street **PROPOSED** that £100,000 be moved to each ear marked reserve for Improvements to Mayflower Park and Office Development Cllr. Reigate **SECONDED** and **ALL AGREED**.

Action: Update the Ear Marked Reserves as per the resolution.

KH

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 7 February 2023** at 2pm.

The meeting concluded at 2:54pm

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Chairman

Date...14.12.2024...