



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 2 FEBRUARY 2022**

Committee: Lee Hamilton-Street (Chair), Rhys Evans (Vice Chair)
Nikki Hamilton-Street, John Oldfield, Alison Reigate 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 Lee Hamilton-Street, Nikki Hamilton-Street, John Oldfield, Sylvia Verrinder, Alison Reigate and Rhys Evans

In attendance: Katie Herr – Parish Clerk

Acronym: Angmering Parish Office: APC. Arun District Council: ADC

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	21/027	APOLOGIES FOR ABSENCE None	
2	21/028	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	21/029	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 03 November 2021 were agreed and will subsequently signed by the Chair.	
4	21/30	PUBLIC CONSULTATION No members of the public were present, no questions sent in.	

- 5 **21/031 CLERKS REPORT & ACTION LIST**
 The Clerk talked through the action list, she then asked if there were any questions.
- The number of councillors question was raised again and it was agreed that the Clerk would email Trevor Leggo at WSALC/Electoral Commission/ADC Returning Officer for final clarification and could we change our SO to reflect allowing us to going over the 13 councillors.
- Action:** Contact the Trevor Leggo at WSALC/Electoral Commission/ADC Returning Officer about councillor numbers. **KH**
- 6 **21/032 HEALTH AND SAEFTY**
 The Clerk talked through the office set up currently including the fire alarm checks, fire extinguishers and liaising with David Marsh regarding walk arounds.
- It was raised if racking was needed in the lock up – this will be looked into.
- Action:** Talk to Roy and investigate the possible need for racking. **KH**
- 7 **21/033 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER**
 Both registers were discussed and the below are to be amended.
- Financial Risk Register**
 No updated made - no questions were asked.
- General Risk Register**
 The addition of CLT risk with regards to changing of title deed added. No further changes needed.
 Cllr. N Hamilton-Street stated that the Neighbourhood Plan would remain on hold in light of the delay in the publishing of the Government white paper and the current lack of 5 year land supply at ADC.
- Action:** Update registers and take to Full Council on 7 February 2022 **KH**
- 8 **21/034 MONTHLY DUTIES**
 The last 3 months duties and the next 3 months duties were all talked through by the Clerk and comments requested. No concerns over the previous 3 months were raised by the Clerk.
- Cllr. L Hamilton-Street asked if there were any potential issues in the next 3 months – the Clerk advised that the main focus would be end of year processing and the accounts/audit.
- Action:** Correct date error in the document and 2 typos. **KH**
- 9 **21/035 INTERNAL AUDIT 2021/2022**
 The suggestions regarding possible amendments were talked through and councillors were advised that there was only one outstanding suggestion to be looked at.
 The auditor raised the low fidelity cover, compared to the amount of funds held. A quote was received to up the amount and this was discussed.

A new suggestion was then put to councillors which came through from the auditor relating to a different style of account that he was looking into for another council.

Action: The Clerk will send round the information received about the potential new savings account, find out more information and put on the agenda for May 2022. KH

Action: The Clerk and Cllr. R Evans will get together to go through the current investments policy to see how it fits with the potential new suggested account and bring to May 2022 Governance meeting. KH

Action: Cllr. R Evans requested that the flat and office be re-valued. KH

10 21/036 COMMUNICATIONS STRATEGY 2022
The policy was talked through and minor changes were suggested and accepted.
The policy will be amended and taken to Full Council on Monday 7 February 2022 for adoption.

Action: Make the minor amendments and take to Full Council on Monday 7 February 2022. KH

11 21/037 BRANDING POLICY 2022
The policy was talked through and minor changes were suggested and accepted.
The policy will be amended and taken to Full Council on Monday 7 February 2022 for adoption.

Action: Make the minor amendments and take to Full Council on Monday 7 February 2022. KH

Action: Send round email footer to all councillors to encourage use. KH

12 21/038 HOME WORKING POLICY 2022
The policy was talked through and no changes were suggested.
Comments were made regarding if a policy was required for councillors too - further investigations are needed.
The policy will be taken to Full Council on Monday 7 February 2022 for adoption.

Action: Take to Full Council on Monday 7 February 2022. KH

13 21/039 LOST CHILDREN AND VULNERABLE ADULTS POLICY (EVENTS)
The policy was talked through at length and changes were suggested. Advice was sought from our PCSO and shared with the councillors. The updated policy is to be circulated for agreement of the changes made and then it would be taken to Full Council on Monday 7 February 2022 for adoption.

Action: Make the amendments and take to Full Council on Monday 7 February 2022.

14 21/040 COUNCILLOR IT REVIEW

The councillor IT survey was completed by all councillors and the results were discussed. Several options were talked through at length and it was suggested that iPads were still the best fit for the needs of the councillors. An issue was raised around viewing of planning applications on the ADC portal and only being able to see one page of a multi page document. Cllr. N Hamilton-Street will contact ADC and enquire about the portal.

The Clerk advised the use of Office 365, with your councillor log on, will allow you to access emails and amend documents safely. Training would be given to Councillors on this.

The purchase of the iPads is on the Full Parish agenda for Monday 7 February 2022, with the proviso that the ADC issue is resolved. If not then the item will be deferred.

It was also suggested that the Clerk should look into purchasing a small projector so that the wall of the Village Hall could be used to display planning applications during PI meetings.

RESOLUTION: Cllr. N Hamilton-Street **PROPOSED** that we go forward with suggestion of purchasing 13 iPads to Full Council, on the proviso that confirmation has been received regarding the displaying of documents on the ADC portal and that training is given on both Office 365 and certain aspects of the iPad to make sure they are being used to their full potential. Cllr. Reigate **SECONDED** and **ALL AGREED**.

Action: Clerk to investigate purchase of a small projector.

KH

Action: Investigate with ADC with regards to the portal and issues with the iPad.

NHS

15 21/041 HANDBOOK REVIEW UPDATE

An update was given by the Clerk as to the status of the handbook review. It is hoped that it will be in place by the end of the financial year.

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 4 May 2022 at 2pm.**

The meeting concluded at 15:45

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Chairman

Date.....