



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 NOVEMBER 2022**

- Committee:** Lee Hamilton-Street (Chair), Rhys Evans (Vice Chair)  
Nikki Hamilton-Street, 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, 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	22/018	<b>APOLOGIES FOR ABSENCE</b> No Apologies were received.	
2	22/019	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	
3	22/020	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 25 July 2022</b> were agreed and will subsequently signed by the Chair.	
4	22/021	<b>PUBLIC CONSULTATION</b> No members of the public were present, no questions sent in.	
5	22/022	<b>CLERKS REPORT &amp; ACTION LIST</b> The Clerk talked through the action list and then asked if there were any questions. The outstanding actions relating to the asset list and the valuation of the flat/office were discussed and requested to be completed by the next meeting.	
6	22/023	<b>HEALTH AND SAEFTY</b> The Clerk talked through the general checks and confirmed that racking is being sourced for the lock up in order to tidy the area up and get event boxes out of the office. The Clerk also advised that a big clear out had taken place in the office and leaflet holders are now on the wall.	

7      **22/024 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER**

Both registers were discussed and the below are to be amended.

**General Risk Register**

A spelling mistake was noted and the highlighted changes were approved. Cllr. L Hamilton-Street then asked about the “insignificant” risks – do they still need to be on the register. It was agreed that these would be looked at before the meeting in February and a meeting set for the Clerk and Cllr. L Hamilton-Street to go through it. The register in its current form will be take to Full Council on Monday 14 November 2022.

KH

**Financial Risk Register**

The Clerk highlighted the investment section and it was noted that an addition of a K was needed after 500 euros.

**Action:** Update registers and take to Full Council on 14 November 2022

8      **22/025 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.

9      **22/026 INTERIM INTERNAL AUDIT REPORT 2022/2023**

The Clerk talked through the report, how it went and if there were any questions. Cllr. L Hamilton-Street highlighted the positive comments made by the auditor and commended the Clerk and office team on their hard work and diligence.

10     **22/027 RECORDING MEETINGS POLICY**

The policy was talked through and the below amendments were requested. Combining sections 3+14.  
Amend wording in section 15.

**Action:** Update the above points within the policy, send to all Cllrs. on Governance and Oversight Committee and take to Full Council on 8 August 2022 .

KH

11     **22/028 CIVILITY AND RESPECT PLEDGE**

The pledge was talked through and comments made on how important highlighting any issues are and how all councillors should always act with civility and respect.

It was agreed to take this to Full Council to adopt. In May 2023, after elections, this document will make up part of the New Councillors Pack for all councillors to sign up to.

**Action:** Take to Full Council for adoption on 14 November 2022

KH

12     **22/029 PUBLICATION SCHEME**

The policy was talked through and highlighted as being the final part of the Local Council Award Scheme and comments were requested.

Clarification was asked for regarding items we did not publish – this was confirmed and the answer accepted.

**Action:** Take the scheme to Full Council for adoption on 8 August 2022 .

KH



- 13      **22/030    UPDATE ON LOCAL COUNCIL AWARD SCHEME**  
 The latest news regarding the process and application was explained and all were happy with the progress and final dates.
- Action:** After adoption of the Publication Scheme, all documents/application form will be sent over for verification.      **KH**
- 14      **22/031    MAYFLOWER WAY - CONCERNS**  
 Cllr. L Hamilton-Street raised concerns regarding parking in the road which is owned by APC and the current state of it. Comments were also made regarding the L shaped section within the park and its use. A long discussion then took place.
- The Clerk has confirmed with a solicitor that the sale of the road is a possibility and she will look into finding the value of the road, via the solicitor. The Clerk will also send round the document created in conjunction with the solicitor showing the different parcels of land and their owners.
- Action:** Send round map and obtain valuation.      **KH**
- 15      **22/032    INVESTMENT SUGGESTIONS**  
 The Clerk met with Cllr. R Evans regarding investment as the council are keen to make sure that their earmarked reserves are gaining the best return. The report was discussed and a long discussion took place.
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- RESOLUTION: Cllr. N Hamilton-Street PROPOSED that the accounts shown are to be opened and the amounts moved, via Flagstone, to the 6 proposed accounts. Cllr. S Verrinder SECONDED and ALL AGREED.
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- RESOLUTION: Cllr. R Evans PROPOSED opening a higher interest instant account in order to hold up to 6 months precept for instant access, following the process shown. Cllr. Reigate SECONDED and ALL AGREED.
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- 16      **22/033    QUALITY ASSURANCE**  
 Cllr. L Hamilton-Street confirmed what this item was relating to and that he believed a procurement document was needed to insure that the full circle of purchasing is closed, and the work/goods received confirmed as being fit for purpose.  
 After a brief discussion, the Clerk will investigate what other councils are using and bring to the next meeting in February 2023.
- Action:** Produce a procurement document and bring it to the next meeting in February 2023.      **KH**
- 17      **22/034    VIRTUAL VERIFICATION OF POLICIES**  
 A brief discussion took place regarding the possible need to verify policies in advance of the qtrly Governance and Accountability Committee Meetings. After a brief discussion, it was agreed that an amendment will be made to the terms of reference for the committee and for them to be brought to the February 2023 meeting.

**Action:** To add virtual verification to the terms of reference for this committee and bring them to the February 2023 meeting.

**18 22/035 STAFF PAY**

An overview was given by the Clerk and a long discussion took place.

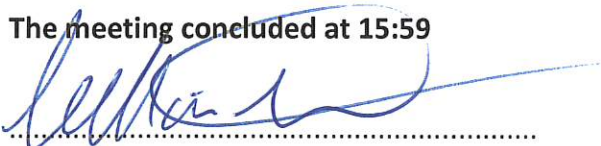
The Clerk will meet with Cllr. N Hamilton-Street and discuss recruitment for the administrator roles, if no potential is identified then the Staffing Working Group will be created again and they will look at recruitment and job evaluations/roles.

It was also noted that 2 members of staff had not had their annual pay increases as a result of a successful annual appraisals as per their terms and conditions. This will be rectified going forward and budgeted for accordingly.

**DATE OF NEXT MEETING**

The Committee's next meeting will be held on **Wednesday 1 February 2023 at 2pm.**

The meeting concluded at 15:59

  
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Chairman

Date..... 6/2/2023

