



Established 1894

Angmering Parish Council
The Corner House
The Square
Angmering
West Sussex, BN16 4EA

Telephone/Answerphone 01903 772124
E-mail: admin@angmering-pc.gov.uk
Website: www.angmeringparishcouncil.gov.uk

**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE
HELD VIA A VIRTUAL MEETING DUE TO COVID-19 ON WEDNESDAY 3 FEBRUARY 2021**

- Committee:** Lee Hamilton-Street (Chair), Sylvia Verrinder (Vice Chair)
Nikki Hamilton-Street, John Oldfield, Alison Reigate and Rhys Evans
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, Sylvia Verrinder, Nikki Hamilton-Street, Alison Reigate, John Oldfield and Rhys Evans
- In attendance:** Katie Herr – Parish Clerk, Tracy Lees – Committee Clerk
- Acronym:** Angmering Parish Office: APC

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	20/030	APOLOGIES FOR ABSENCE None.	
2	20/031	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	20/032	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 4 November 2020 were agreed and will subsequently signed by the Chair.	
4	20/033	PUBLIC CONSULTATION No members of the public were present, no questions sent in. At this point Cllr. L Hamilton-Street advised that he would be moving item 11 to after Item 5 at Cllr. N Hamilton-Street's request as she had to attend another meeting.	
5	20/034	CLERKS REPORT & ACTION LIST The Clerk talked through her report along with the supporting papers, she then asked if there were any questions.	

Cllr. L Hamilton-Street asked if everyone had looked at the updated **Code of Conduct**, a discussion then took place about it not being strong enough however there were no issues from APC.

Cllr. N Hamilton-Street commented that there maybe something outside of the Grievance Policy that could be used to enhance this policy. Further discussions took place on where this could be obtained from.

Action: Investigate what documents/policies are already in place that could be use and feedback.

KH

The Clerk commented on the amended **Terms of Reference** and that it would be taken to Full Council for adoption with any amendments. Cllr. L Hamilton-Street encouraged thoughts/comments.

Cllr. Verrinder asked about councillor training. A discussion took place as it was felt that this fitted better within the Co-option Policy as a skills audit was now part of this policy. Cllr. N Hamilton-Street explained how the Skills Audit and Induction Pack had come about and how it was being rolled out to all new councillors. Cllr. N Hamilton-Street also commented that every time a new councillor was elected the process would be reviewed to make sure nothing was missing from their induction/training.

Cllr. L Hamilton-Street commented that he felt that if the Chairs of the committee's, for example HTP needed certain training then they should be requesting this from the Clerk. Cllr. Reigate gave an overview of her experience of being a new councillor and that she felt there was a duty for all new councillors to make an effort and find things out for themselves. Further discussions took place on how training could take place. It was agreed that if you sit on a committee you should attend the relevant courses when they become available, also partake in informal coaching outside of meetings, so it sits in line with the formal courses.

The Clerk confirmed the **Terms of Reference** would be taken to the Full Council meeting in April.

No other questions were asked.

At this point **Item 11 – COMMITTEE STRUCTURE REVIEW** – was brought up the agenda as advised by Cllr. L Hamilton-Street earlier in the meeting.

11 20/035 COMMITTEE STRUCTURE REVIEW

Cllr. N Hamilton-Street talked through the supporting paper and that the current committee structure existed to work in parallel with the Neighbourhood Plan and had been in place since 2016/17.

The proposal was about how the work load could be better shared out between the various committees. A discussion took place.

All felt the proposal was a good idea and liked the suggested new committee names.



RESOLUTION: Cllr. N Hamilton-Street **PROPOSED** that APC re-structure the committees to become the Planning & Infrastructure Committee and the Community Committee with the oversight and responsibilities as listed in the supporting paper to go to the Full Council meeting in April with a view to being adopted for use from May 2021 onwards, Cllr. R Evans **SECONDED**, and **ALL AGREED**.

At this point Cllr. N Hamilton-Street left the meeting.

6 20/036 HEALTH AND SAEFTY

The Clerk reported that there had not been any issues since the last meeting.

The boiler in the APC office had just had its annual service and the APC Groundsman was continuing to undertake fire testing every Monday morning in the APC office while the staff were working at home due to the current COVID-19 pandemic.

The next Health and safety walkabouts (office and lock-up) were booked it.

7 20/037 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER

The clerk advised that there was nothing to report for either register. These would be taken to Full Council as standard.

8 20/038 MONTHLY DUTIES

The Clerk advised that APC now have a full 12 month plan, and this would become a standing item on this agenda focusing on the past and next 3 months.

She reported that November, December and January had all gone to plan, and the months of February, March and April were talked through.

The Clerk reminded everyone that this was a working document and could be amended at any time.

Cllr. L Hamilton-Street asked if there were any questions relating to the last 3 months. Cllr. L Hamilton-Street asked the Clerk if the new budget review process had worked well, the Clerk confirmed that she felt it had worked really well, Cllr. Oldfield agreed. No further questions were asked.

Cllr. L Hamilton-Street asked if the Clerk was aware of any potential issues over the next 3 months. The Clerk commented that the Parish Assembly which normally takes place at the end of May cannot be confirmed due to the current pandemic, guidance will need to be given by the government before any plans can be made.

9 20/039 INVESTMENTS

The Clerk talked through the report and explained about the possibilities for the investment.

A discussion took place with other investment banks being suggested, lock in timeframes, multiple accounts and the maximum amount of money (presently £85k) being protected per account.

After discussion, the following was proposed.

RESOLUTION: Cllr. L Hamilton-Street **PROPOSED** that this money is put in 3 CCLA Public Sector Deposit Funds in the name of Angmering Parish Council and if that is not possible it goes into one fund, Cllr. Reigate **SECONDED**, and **ALL AGREED**.

10 20/040 CO-OPTION POLICY UPDATE

The Clerk updated the committee on the suggested amendment to the policy which was to now include the Skills Audit.

Cllr. R Evans asked if the current Skills Audit had been looked at to see where the week spots were. The Clerk will check and report back.

Action: Identify any areas that were not fully covered in the current Skills Audit and report back.

KH

Cllr. R Evans then asked about extending the volunteer role from practical tasks like picking up litter to inviting volunteers to take part in meetings due to their knowledge in certain areas where their experience would be invaluable to the Parish Council. Cllr. L Hamilton-Street requested that the Clerk talk over this idea with the Chair of the Parish Council, Cllr. N Hamilton-Street, on how this should be progressed.

Action: Start the conversation on how this should be progressed.

KH

It was agreed that the suggested amendment should be taken to the next Full Council meeting for proposed adoption.

11 This item had been moved up the meeting agenda as previously stated.

12 20/041 HEALTH AND SAFETY POLICY

The Clerk gave an overview of the policy and where she had gathered the information from, Cllr. L Hamilton-Street asked if there were any questions.

Cllr. Verrinder asked if any parish assets that involve people (she gave the example of the Community Centre) should APC as landlords be concerned about the Health & Safety policies adopted by them. Cllr. L Hamilton-Street explained the law concerning this matter and that APC have a duty of care to make sure they are following the guidelines to run it according to the law. The Clerk confirmed that APC would be willing to offer help and support and in fact have already done so.


Cllr. L Hamilton-Street asked if there were any other questions, none were asked. He then went onto advise that it was the Health and Safety noise regulations that had been updated. This was the only change.

The Clerk finished by confirming that the policy will go to Full Council on Monday.

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 5 May 2021**, time and location to be confirmed due to COVID-19 guidelines.

The meeting concluded at 19.56



Chairman

Date..... 5/6/2021