



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 3 MAY 2023**

- 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 and Alison Reigate.
- In attendance:** Katie Herr – Parish Clerk
- Acronym:** Angmering Parish Office: APC. Arun District Council: ADC

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	22/051	APOLOGIES FOR ABSENCE Apologies were received and accepted for Cllr. R. Evans	
2	22/052	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	22/053	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 6 February 2023 were agreed and will subsequently signed by the Chair.	
4	22/054	PUBLIC CONSULTATION No members of the public were present, no questions sent in.	
5	22/055	CLERKS REPORT & ACTION LIST The Clerk talked through the action list and then asked if there were any questions. The valuation of the flat/office and outstanding loan were discussed.	
6	22/056	HEALTH AND SAFETY The Clerk talked through the general checks and confirmed the annual boiler service had taken place, along with the office and lock up walk arounds. Confirmation that the racking in the lock up was working very well.	

7 22/057 **GENERAL RISK REGISTER & FINANCIAL RISK REGISTER**
Both registers were discussed and the below are to be amended.

General Risk Register

The risks were talked through and the highlighted ones for removal were discussed. The changes hadn't been made or taken to Full Council due to the Clerk being off unexpectedly. The changes were talked through again, colour coded ones were discussed and confirmed that they still stand and take to Full Council in May 2023.

Financial Risk Register

Same situation as above. The Clerk highlighted 2 sections that had been added due to the funds now invested. All agreed with the updates.

Action: Update both registers and take to Full Council on 15 May 2023. KH

8 22/058 **MONTHLY DUTIES**

The last 3 months duties and the next 3 months duties were all talked through by the Clerk and comments requested. Confirmed that the appraisals had been completed and just needed writing up.

9 22/059 **INVESTMENT UPDATE**

The statement had already been shared with the councillors. Further information was given and no questions were asked. All agreed that it was a very worthy exercise and was working well.

10 22/060 **ZOOM MEETING PROTOCOL**

The policy was talked through and it was agreed to make minor alterations and keep the policy.

Change title to "Online Meetings". Item number 4 of the policy – add "if appropriate". Review once every 5 years.

Action: To update the policy as above and take to Full Council in June 2023. KH

11 22/061 **STANDING ORDERS**

The Standing Orders were talked through and advised that no changes had been made.

Action: Take to Full Council for re-adoption on 15 May 2023. KH

12 22/062 **FINANCIAL REGULATIONS**

The financial regulations were talked through and specific attention was drawn to how previous amendments had been made with regards to signing off of batch payments by councillors. This was a great time saving update and was working very well.

Action: Take to Full Council for re-adoption on 15 May 2023. KH

13 22/063 RECRUITMENT OF NEW COUNCILLORS

The subject was discussed at length about how to fill the current vacancies, what skills are needed and how to advertise. Advertising in All About Angmering, on our website and on social media were also discussed. We will also recommend that prospective councillors come along to the Parish Assembly on 25 May 2023 to talk to current councillors.

The skills required were planning knowledge and financial skills and councillors would like to stress the need for active councillors that are keen to make improvements to the village.

Action: Look into all forms of advertising to encourage new councillors using updated posters.

KH

14 22/064 MAYFLOWER WAY AND PARKING

The Clerk updated councillors on work that had been completed since the last meeting and provided information that was gained from another council who were responsible for a road. Copies of signage were requested and will be shared with councillors.

Cllr. L Hamilton-Street stressed that he had seen some vehicles that had not moved for over 8 weeks. Cllr. N Hamilton-Street suggested that a letter drop to those businesses on the piece of Mayflower Way that runs from East to West be done stating that we have noticed that there have been a number of vehicles parked in the road for over 8 weeks and that it is a private road. Legal advice will also be sought on how dumped vehicles can be moved off private land and what the process is. Signage will also be looked into.

The Clerk advised how she was waiting for information back from several organisations and advised councillors of quotes to repair the end section of the road. The state of the lane was discussed and our liabilities. Re-clarification from our legal advisors has been requested.

A questions was also asked regarding if Speedwell Chase home owners had the right to park in Mayflower Way. This will be looked into by the Clerk.

Action: Legal advice to be requested regarding moving abandoned vehicles and a letter written to businesses on Mayflower Way.

KH

Action: Look into if homeowners on Speedwell Chase have the right to park in Mayflower Way.

KH

Actions: Confirm liabilities.

KH

15 22/065 STAFF REVIEW

The Clerk talked through the current staffing of the office, how it was working and what her thoughts were on the councillors suggestion of recruiting more staff. She also talked through the session held with Cllr. N Hamilton-Street where tasks were listed and then put with the person responsible.

Cllr. L Hamilton-Street questioned the lack of resilience within the team. This lead to a larger discussion on roles and cover for sick leave/holiday. Cllr. N Hamilton-Street suggested perhaps a part time role and went on to

discuss the needs for this role. Other suggestions were also made by Cllr. Reigate on a junior/apprentice role. The size of the office was also commented on and if its suitable for more than 3 people.

After a long discussion and all points being raised, the Clerk will take time to reassess and if required propose a suggestion to move forward with.

16 22/066 NEW OFFICE PROJECT

An update was given on the current status of the project and how things will move forward, including the next meeting with Baqus. The Clerk advised that the last meeting involved giving Baqus the information, for them to go away, visit the site and bring back a possible 1st draft for councillors to work from – before the working party was set up.

Once the site visit has been held and the 1st initial draft design for the office has been received – the Clerk will arrange a meeting with all councillors to discuss the design and then arrange a meeting with the Community Centre to continue discussions. Community engagement was also discussed with regards to the design and pros and cons of the old office and the proposed new one.

The cafe in Mayflower Park was also then discussed with regards to councillors discussing exactly what is wanted from the space and how to engage with the community to get their suggestions/buy in.

Action: The Clerk will continue to update all councillors on the progress and schedule in the meetings once information has been received.

KH

DATE OF NEXT MEETING

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

The meeting concluded at 3:52pm

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Chairman

R. Hobson

Date *2/8/2023*