



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 4 AUGUST 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
- Acronym:** Angmering Parish Office: APC

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	21/001	ELECTION OF CHAIRMAN Cllr. Oldfield nominated Cllr. L Hamilton-Street to be Chairman. This was seconded by Cllr. Evans and unanimously agreed	
2	21/002	ELECTION OF VICE CHAIRMAN Cllr. N Hamilton-Street nominated Cllr. Evans to be Vice Chairman. This was seconded by Cllr. Oldfield and unanimously agreed	
3	21/003	APOLOGIES FOR ABSENCE None	
4	21/004	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
5	21/005	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 27 April 2021 were agreed and will subsequently signed by the Chair.	
6	21/006	PUBLIC CONSULTATION No members of the public were present, no questions sent in.	
7	21/007	CLERKS REPORT & ACTION LIST	

The Clerk talked through the action list, she then asked if there were any questions.

The Clerk stated that the action relating to the code of conduct had only just been passed over to the Office Manager and that it would be prepared for the next meeting.

Chairman's file action will be removed as SharePoint now has all the up to date information needed.

Checks are still required into the grievance policy. The staff handbook and other policies are to be looked into and reported back on.

Action: Report back to committee on findings regarding grievance policy

KH

No other questions were asked.

8 21/008 HEALTH AND SAEFTY

The clerk talked through being back in the office and the COVID restrictions that are still being observed by the office.

Cllr. L Hamilton-Street commented on the latest walk around for the office and the lock up completed in 20 May 2021. The Clerk stated that all actions reported as a result had been completed and that the next check would be scheduled in for late August 2021, in order to stay on track with the scheduled dates.

Action: Set date for workplace inspections and invite Cllr. Evans

KH

The Clerk also confirmed that the PAT testing was due to be completed on 6 August 2021.

9 21/009 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER

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

Financial Risk Register

None

General Risk Register

Look more into Mayflower Way and re-evaluate the scoring.

Action: Investigate Mayflower Way potential issues. Contact WSCC re adoption.

KH

Add risks surrounding the Community Land Trust and their housing on Mayflower Way.

Action: Add CLT Housing at Mayflower Way and score accordingly

KH

10 21/010 MONTHLY DUTIES

The last 3 months duties and the next 3 months duties were all talked through by the Clerk and comments requested.

No questions or comments were received.



11 21/011 STAFF VOLUNTEERING

The suggestion of staff volunteering was discussed at length with several pros and cons discussed. Days of action around the village were discussed for all staff members and councillors. The possibility of visiting the organisations where grants had been awarded and to see first hand where the money given had gone would be a worthwhile activity.

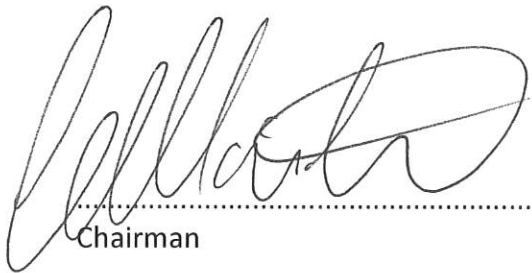
Cllr Hamilton-Street mentioned that WSCC had a staff volunteering policy and that she would try to obtain a copy.

Action: The Clerk will look into volunteering policies and other activities that staff and councillors could become part of within Angmering.

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 3 November 2021 at Angmering Community Centre, Room 1**. Please note that this is subject to change depending on the current COVID-19 vaccination programme.

The meeting concluded at 20:16


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Chairman

Date 3/11/2021
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