



Established 1894

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**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE
HELD VIA A VIRTUAL MEETING DUE TO COVID-19 ON WEDNESDAY 4 NOVEMBER 2020**

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 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	20/017	APOLOGIES FOR ABSENCE Cllr. John Oldfield was absent – no apologies received.	
2	20/018	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	20/019	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 5 August 2020 were agreed and will subsequently signed by the Chair. Cllr. N Hamilton-Street asked again about having all the defibs batteries checked. The Clerk confirmed that this was done but the Office would check when the next check was due to be carried out. <u>Action:</u> Check when the next battery check is due and report back.	KH
4	20/020	PUBLIC CONSULTATION No members of the public were present, or questions sent in.	
5	20/021	CLERKS REPORT & ACTION LIST The Clerk talked through her report along with the supporting papers, she then asked if there were any questions.	

A short discussion took place regarding some of the items on the report: Terms of Reference to be ready for next meeting of this committee; Financial Regulations were now out of date and will be looked at along with creating a Procurement Policy and both will be ready for the next meeting in February.

Action: Schedule in time to review and work on both items and add to February agenda.

KH

No other questions were asked.

6 20/022 HEALTH AND SAEFTY

The Clerk reported on the measures being taken for the current lockdown period, this includes:

- All members of office staff working from home.
- The APC Groundsman would continue to work as normal as his role is mainly based outside. He would check in morning, lunchtime and before signing off with a member of office staff.
- APC Groundsman to test the office fire alarm system every week.
- Cleaning of the office would still take place every week as the Groundsman would still be going in everyday to use it as a base.
- An office deep clean would be undertaken prior to the office re-opening.

Cllr. Evans asked about what would happen if the security alarm went off while the building was empty, the Clerk explained that this was allowed for and how the process worked.

Cllr. L Hamilton-Street asked about the next fire evacuation exercise and suggested that the next exercise be carried out when the lockdown was over.

Cllr. L Hamilton-Street asked that the next Health and Safety walk round take place in February 2021 and that he would ask another councilor to accompany him as a fresh set of eyes.

Action: Confirm date in the diary for the Health and Safety walk round and who would be asked to attend.

KH/LHS

7 20/023 RISK REGISTER

The Clerk explained that there had been 3 additions to the register: Mayflower Park, ASRA Sports Pavilion and alternative APC Office Space

The Clerk then gave a short update on the ASRA Pavilion and also what was being done to look at alternative APC Office space for the future.

Cllr. Reigate asked if working from home when instructed to do so should be added in to the Risk Register. Cllr. N Hamilton-Street also suggested that a DSE risk assessment should be done for each person working from home, so it was understood what to be aware of.

Action: DSE Risk Assessments to be sent to all members of staff working from home.

KH



Cllr. L Hamilton-Street advise that the Risk Register would now be going to Full Council for approval after the above changes had been made and therefore a vote needed to take place for this to happen.

RESOLUTION: Cllr. L Hamilton-Street **PROPOSED** that the Risk Register should go to Full Council once amended, Cllr. Reigate **SECONDED**, and **ALL AGREED**.

Cllr. Evans brought up a post that had been put out on social media that maybe should not have been posted. After a short discussion it was agreed that the Clerk would send an email to all Councillors to ask them to check the code of conduct before posting anything on social media.

Action: Send email to all councillors re the code of conduct around using social media.

KH

8 20/024 BANK RECONCILIATION LIST

The Clerk gave an overview of what this document was and why it was needed. The list was looked over and it was agreed who would sign in which month – Cllr. Verrinder will sign the October reconciliation. As the office is now closed due to the lockdown the Clerk will advise Cllr. Verrinder when she will be in the office and the document can be signed.

Cllr. N Hamilton-Street suggested some words be added to the document to outline what would happen if someone were not able to sign when assigned to do so, all agreed this was a good idea.

Action: Add wording to the document to reflect this.

KH

9 20/025 INVESTMENTS

The Clerk and Cllr. Evans explained what they had been working on and also updated the committee on a virtual meeting the Clerk had attended.

The policy they have been working on is taken from a SSALC model policy and has been used to build a policy specifically for APC.

Regarding current investments Cllr. Evans explained that all investments had been looked at to make sure they were in the best place and he confirmed that for now they were. Cllr. L Hamilton-Street comment that APC have a risk level as an annual review, all agreed.

Cllr. N Hamilton-Street commented on point 3.9 which mentions Covid-19. While this is topical now it may not be in the future so this could be one item that would change on an annual basis and a note should be made to reflect this. Her other point was regarding APCs current investments and should this become an appendix rather than named part of the policy as this would more than likely change on an annual basis as well. The Clerk took this onboard and will make the necessary changes.

Cllr. Verrinder made comment on point 3.9 and asked for it to be made into a generic paragraph about anything Covid-19 in nature that may affect the rates, as it would save taking it out each time. Cllr. L Hamilton-Street questioned if this part were actually needed and suggested that it could be added into appendix 1.



Action: Create an appendix and move the current investments section and item 3.9 (with amended wording) to form Appendix 1.

KH

RESOLUTION: Cllr. Evans **PROPOSED** that the document be adopted with the stated changes mentioned above, Cllr. Verrinder **SECONDED**, and **ALL AGREED**.

10 20/026 APC MONTHLY DUTIES

The Clerk gave an overview of this agenda item and how it had come about, basically a list to make sure APC were doing everything they should do on a monthly basis. The document presented was version 1, the layout and the content were up for discussion.. Cllr. N Hamilton-Street commented that she saw this as a working document.

Cllr. L Hamilton-Street thought the first draft/working document was great and that items could be added as it moves forward.

Each Councilor gave their views including adding in when policies should be reviewed both monthly and yearly, highlighting the Governance meetings and when Health & Safety needs to be reviewed. Budget reviews were agreed to be put in as a quarterly action with December being pinpointed to review the current budget. A box should be added when an item had been completed to include date and by whom.

Cllr. L Hamilton-Street asked for any other comments, Cllr. Verrinder asked if a column should be added as to why an item had not been completed. Cllr. L Hamilton-Street saw this more as feedback at this meeting rather than be documented. Cllr. N Hamilton-Street said that Staff Appraisals needed to be added every six months starting in April.

Action: Cllr. N Hamilton-Street to confirm the date when the Annual Plan needs to be completed and adopted by.

NHS

Action: Add in the suggested items and work on creating a 2021-2021 version.

KH

11 20/027 WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS (WSALC) AND SURREY AND SUSSEX ASSOCIATIONS OF LOCAL COUNCILS (SSALC)

The Clerk explained to the committee the relationship between the councils and what they each do. She went on to give an overview of the current situation and what this could mean to APC.

Cllrs. N Hamilton-Street and Cllr. Reigate were due to attend the WSALC AGM, but this had been postponed until Wednesday 2 December 2020.

The Clerk explained a survey had been sent out to all Parish Councils but feedback had been received that it was not fit for purpose and many Freedom of Information requests have also been submitted to WSALC with a lot still outstanding.



Cllr. N Hamilton-Street gave her understanding of the situation and Cllr. Verrinder gave a back ground on how WSALC was formed, a discussion then took place.

Cllr. Evans asked how much APC pay to be members of WSALC and NALC. The Clerk confirmed that APCs yearly fee to WSALC was £1,750 and for NALC it was £494.90. She also confirmed that you have to be a member of WSALC to be a member of SSALC.

Cllr. N Hamilton-Street commented that all Parish Council Chairman had been invited to attend a SSLAC Half Yearly Forum on Friday 6 November 2020 and was hoping that there would be more information available at this meeting.

The Clerk had sought feedback from other Parish Councils and fed back what she had learnt to the committee.

Cllr. N Hamilton-Street commented that there were some keys questions that as a council APC should be asking WSALC and she would pull this together ready for the Full Council meeting in order to brief the whole council.

Action: Pull together a brief for the next Full Council meeting.

NHS

- 12 20/028 **Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of agenda Item 12.**

The Clerk explain the Committee Clerk would need to leave the meeting at this point and asked if everyone was in agreement.

RESOLUTION: Cllr. Verrinder **PROPOSED** that the Committee Clerk should be allowed to leave the meeting, Cllr. Reigate **SECONDED**, and **ALL AGREED**.

Tracy Lees, the Committee Clerk left the meeting at **20:08**.

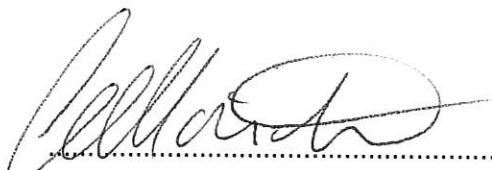
- 13 20/029 **STAFF REVIEW**

A discussion took place regarding the agenda item and subsequent actions would be undertaken and looked into.

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 3 February 2021**, time and location to be confirmed due to COVID-19 guidelines.

The meeting concluded at 20.34


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Chairman

Date: 01/2/2021