



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 5 FEBRUARY 2025**

- Committee:** Nikki Hamilton-Street, Alison Reigate, John Oldfield, David Marsh 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 David Marsh, Nikki Hamilton-Street, Alison Reigate and Sylvia Verrinder
- In attendance:** Katie Herr – Parish Clerk
- Acronym:** Angmering Parish Office: APC. Arun District Council: ADC. Angmering Community Land Trust: ACLT.

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	24/033	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for Cllr. Oldfield.	
2	24/034	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	
3	24/035	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Wednesday 27 November 2024</b> were agreed and will subsequently signed by the Chair	
4	24/036	<b>PUBLIC CONSULTATION</b> No members of the public were present, no questions sent in.	
5	24/037	<b>CLERKS REPORT &amp; ACTION LIST</b> The Clerk talked through the remaining issues on the list regarding Mayflower Way and recruitment of councillors. A short discussion took place and it was agreed to continue to push for new councillors and to investigate signs for Mayflower Way.	

- 6      **24/038 HEALTH AND SAFETY**  
The Clerk advised that the office remains shut with the Groundsman keeping a check on the drying machines and post into the office. The boiler is due its service in March.
- 7      **24/039 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER**  
Both registers were discussed and the below are to be amended.
- General Risk Register**  
The Clerk talked through the register and the highlighted sections that had been updated – Angmering Flood Alleviation Scheme. Cllr. Nikki Hamilton Street would like the Angmering Sports and Recreation Association and the Angmering Community Centre lease risks adding to the register.
- Financial Risk Register**  
The Clerk talked through the register – there were no changes needed.
- Action:** Take to Full Council on 10 March 2025.
- 8      **24/040 MONTHLY DUTIES**  
The last 3 months duties and the next 3 months duties were all talked through by the Clerk. No questions were asked.
- 9      **24/041 INVESTMENT UPDATE AND MATURING ACCOUNTS**  
The current investments were talked through by the Clerk. Current investments were discussed as well as confirmation that the actions from Novembers meeting had been completed.
- 10     **24/042 LOST CHILDREN AND VULNERABLE ADULTS POLICY 2025**  
The policy was talked through and the Clerk advised that no changes had been suggested.  
**Action:** This policy will be amended and brought to Full Council for re-adoption in February 2025      **KH**
- 11     **24/043 HOME WORKING POLICY 2025**  
The policy was talked through and the Clerk advised that no changes had been suggested.  
**Action:** This policy will be amended and brought to Full Council for re-adoption in February 2025      **KH**
- 12     **24/044 BRANDING POLICY 2025**  
The policy was talked through and the suggested amendments were highlighted.  
**Action:** This policy will be amended and brought to Full Council for re-adoption in February 2025      **KH**
- 13     **24/045 CODE OF CONDUCT 2025**  
The policy was talked through and the suggested amendments were highlighted.

**Action:** This policy will be amended and brought to Full Council for re-adoption in February 2025

KH

14      24/046    **HEALTH AND SAFETY POLICY 2025**

The policy was talked through and the suggested amendments were highlighted.

**Action:** This policy will be amended and brought to Full Council for re-adoption in February 2025

15      24/047    **MEMBERS ALLOWANCE SCHEME**

The paper was discussed and all councillors contributed with their thoughts about the allowance.

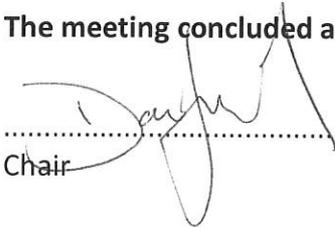
**RESOLUTION:** Cllr. Reigate **PROPOSED** the Members Allowance should not be increased and should remain at £638 per annum to those eligible councillors who chose to claim it. Cllr. Hamilton-Street **SECONDED** and **ALL AGREED.**

**DATE OF NEXT MEETING**

The Committee's next meeting will be held on **Wednesday 7 May 2025 at 2pm.**

**The meeting concluded at 2:26pm**

Chair



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Date

8/5/25