



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	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. Oldfield.	
2	24/034	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	24/035	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 27 November 2024 were agreed and will subsequently signed by the Chair	
4	24/036	PUBLIC CONSULTATION No members of the public were present, no questions sent in.	
5	24/037	CLERKS REPORT & ACTION LIST 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

Date

8/5/25