



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](mailto:admin@angmering-pc.gov.uk)  
[Website: www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE  
HELD IN ANGMERING VILLAGE LIBRARY ON WEDNESDAY 5 FEBRUARY 2019 AT 7:30pm**

**Present:** Councillors John Oldfield; David Marsh; Lee Hamilton-Street (Chair); Sylvia Verrinder and Nikki Hamilton-Street

**In attendance:** Katie Herr – Parish Clerk, Tracy Lees – Committee Clerk

**Acronym:** Angmering Parish Office: APC

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	19/037	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for Cllr. Rhys Evans.	
2	19/038	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	
3	19/039	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Wednesday 6 November 2019</b> were agreed and subsequently signed by the Chair.	
4	19/040	<b>PUBLIC CONSULTATION</b> None.	
5	19/041	<b>THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA</b> The Clerk reported that a lot of work was being done on Polices, which she would comment more on under Item 8 in this agenda. The APC Office had also been sorting through on-line files and bringing then up to date.	

Cllr. L Hamilton-Street talked through the list and asked if there were any questions.

It was commented that the APC Newsletter which can be found in the centre pages of the All About Angmering magazine was working well.

A question was asked regarding the new SharePoint system that will be used to store documents etc. for Councillors to use and when this would be ready.

The Clerk advised that she had been in a recent discussion with the IT provider and that this should be ready very soon. A discussion then took place around the contents to be held in the SharePoint.

The Clerk had been looking into the number of Councillors a Parish should have and how this was worked out. She reported that no criteria or formula was set so was unable to give a clear answer. The Clerk had also approached some neighboring Parish's to understand how many Councillors they had compared to Parishioners and reported these figures. A discussion then took place with particular reference being made to potential new Wards and how this would affect the amount of Councils APC would need to have in the future.

Action: Continue to investigate how many Councilors APC are permitted and talk to ADC regarding wards.

Clerk

It was reported that a Workplace Inspection was going to take place on Thursday 6 February 2020. The outcome would be reported at the next meeting.

**6 19/042 HEALTH AND SAEFTY**

There was nothing to report.

**7 19/043 RISK REGISTER**

The Clerk explained what had happened since the last meeting and talked through the register. A discussion then took place, talking through each item.

Cllr. L Hamilton-Street had concerns regarding the Landspeed possible withdrawal and what might happen if they decided to pull out. Cllr. N Hamilton-Street asked if this would be added to the list. A discussion then took place.

A discussion took place regarding the Risk Register and if it should be made public. Cllr. L Hamilton-Street commented that he was happy that it remains as a closed item and discussed at this meeting (Governance & Oversight Committee) and then reported on at the next Full Parish Committee meeting. If any issues arose outside of these meetings then an email should be sent to the Clerk, the Clerk would then risk assess the issue and decide if it should go on the register.

Cllr. Verrinder asked if the following words could be added to the top of the document: Operational, Legal Financial and Reputational.

Action: Wording to be added.

Clerk

It was suggested that under Document Updates, and once all updates had been made this could come off in the next 6 months.

**8 19/044 POLICIES NEEDING UPDATES IN THE NEXT 3 MONTHS**

The Clerk talked through the list and what needed to be worked on in 2020. She commented that she would like to add a 'No Sale' policy.

Cllr. N Hamilton-Street asked if a version number could be added. All agreed this was a good idea.



Action: Add version column.

Clerk

9      **19/045 BUSINESS CONTINUITY**

The supporting papers were looked at and a discussion took place. The Clerk had looked at other Parish Councils policies as had Cllr. Oldfield. It was agreed that if these policies could be blended together, this would then form a good policy for APC.

Action: Produce an APC Business Continuity policy by the next meeting which is taking place on Wednesday 6 May 2020.

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10     **19/046 STAFF CONTRACT UPDATE**

The Clerk and Cllr. N Hamilton-Street have been working on this item and reported back on the current status. HR Services have reviewed the contracts and they are happy with the content and that it meets all the necessary requirements. All contracts will be made relevant to each member of staff and a final review undertaken by HR Services before issuing.

Cllr. Verrinder commented that she had noticed that under Item 6, Probationary period, points 6.2 and 6.3 had been repeated and could this be removed.

Action: Item 6 to be amended.

Clerk

Cllr. N Hamilton-Street asked if the contracts could be issued by the new financial year, the Clerk confirmed that this was the plan.

11     **19/047 FIRE POLICY, LOGBOOK AND RISK ASSESMENT**

The Committee Clerk talked through the document, explaining each section.

The option to have an outside risk assessment was discussed, Cllr. L Hamilton-Street suggested that this would be a good option and then a follow-up in 3 years' time. All agreed that this would be a good idea and that an assessment should be booked as soon as possible.

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**RESOLUTION:** Cllr. L Hamilton-Street **PROPOSED** that an external Fire Risk Assessment be commissioned, Cllr. Oldfield **SECONDED**, and **ALL AGREED**.

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The Committee Clerk also commented that the APC Office were looking into fire training for the APC Office Team. This will hopefully happen before the end of March 2020.

Cllr. N Hamilton-Street thanked the Committee Clerk for all the work that had been done on this project.

12     **19/048 REQUEST TO CHANGE HOURS – STAFF MEMBER**

The Clerk talked through the supporting paper and the rational for the request. A discussion took place.

It was agreed that the staffing budget should not change i.e. remain at 5 full time roles.

Cllr. L Hamilton-Street requested that a trial period of 6 months be put in place, all agreed.

After discussion it was agreed by all for a trial period to go ahead from April 2020 for 6 months.

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**RESOLUTION:** Cllr. L Hamilton-Street **PROPOSED** that a trial be put in place from April 2020 for 6 months, Cllr. Marsh **SECONDED**, and **ALL AGREED**.

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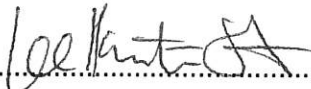
At this point Cllr. L Hamilton-Street thanked everyone for their support over the year as this was the last meeting, he would Chair due to the Committee re-elections taking place in May.

**DATE OF NEXT MEETING**

The Committee's next meeting will be held in the Community Room at Angmering Library on **Wednesday 6 May 2020** at 19:30.

*Cllrs. L Hamilton-Street and N Hamilton-Street gave their apologies in advance as they are unable to attend this meeting.*

**The meeting concluded at 20.24**

  
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Chairman

Date..... 6/7/20.....