



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 5 AUGUST 2020**

**Present:** Councillors John Oldfield; Lee Hamilton-Street (Chair); Sylvia Verrinder and 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	20/001	<b>ELECTION OF CHAIRMAN</b> Cllr. Oldfield nominated Cllr. L Hamilton-Street to be Chairman. This was seconded by Cllr. R Evans and unanimously agreed.	
2	20/002	<b>ELECTION OF VICE CHAIRMAN</b> Cllr. L Hamilton-Street nominated Cllr. Verrinder to be Vice Chairman. This was seconded by Cllr. Reigate and unanimously agreed.	
3	20/003	<b>APOLOGIES FOR ABSENCE</b> None.	
4	20/004	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	
5	20/005	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Wednesday 5 February 2020</b> were agreed and will subsequently be signed by the Chair.	
6	20/006	<b>PUBLIC CONSULTATION</b> No members of the public were present, or question sent in.	
7	20/007	<b>CLERKS REPORT &amp; ACTION LIST</b> The Clerk reported that there was nothing more to report since submitting her report with the supporting papers, she then asked if there were any questions.	

Cllr. Oldfield commented on the action regarding how many councillors were permitted, the Clerk advised that she had been advised that there was

no set formula. A discussion took place and it was agreed to review on an annual basis as new estates around the village are occupied. Cllr. N Hamilton-Street mentioned the new councilor skills audit which is now ready to send out to all existing councilors. This will help to identify if APC is missing a certain skill set.

Action: Add to the next AGM agenda – does APC have enough councillors.

Action: Get Councillors to complete skills audit.

KH  
NHS/KH

**8 20/008 HEALTH AND SAEFTY**

There was nothing to report other than the APC Office was keeping up to date with all the regular checks that need to take place such as fire alarm testing.

Cllr. L Hamilton-Street asked for an update on the APC lock-up/workshop re the recommendations that had been put forward during his Health and Safety walk round. The Clerk confirmed that all the actions that had been identified had been actioned. Cllr. L Hamilton-Street commented that when the next six monthly walk round was due, he would ask another councilor to accompany him as a fresh set of eyes. He also commented that he had mentioned to the APC groundman that due to the location of the light switch a touch should be purchased so this could be located next to the door.

Action: Torch to be purchased and kept next to the door.

Office

Cllr. Evans asked 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.

Action: Check when the next battery check is due.

Office

**9 20/009 RISK REGISTER**

The Clerk explained that the document had been updated, explained what had been removed and added and that it would be going to the next full council meeting. Cllr. L Hamilton-Street asked if there were any question, none were asked, he confirmed it should go to full council.

Action: Add to the next full council agenda.

KH

**10 20/010 TERMS OF REFERENCE**

Cllr. L Hamilton-Street asked if everyone had reviewed the document. Cllr. Verrinder commented on items 6 and 7 and gave her views. She suggested that item 7 be re-written as follows: In addition to item 6 the Chair of the Parish Council may sit on the Governance & Oversight Committee but shall not be its Chair.

Cllr. L Hamilton-Street agreed that this should be re-written. All agreed.

Action: Update item 7 to read as above.

KH

Cllr. L Hamilton-Street commented on items 9 and 10 regarding accounting processes as he does not see this happens in this committee as the Clerk does this. A discussion took place as to where these items should be monitored either by this committee or by full council. Cllr. L Hamilton-Street suggested a Planning Wheel and went on to describe how this would look and work and that it becomes a standing item on this agenda. The Clerk confirmed that she had seen something like this before and could be done quiet easily. Cllr. N Hamilton-Street asked for confirmation that Cllr. L Hamilton-Street was suggesting that items 9, 10, 15, 16, 17 and 18 were



captured in the planning wheel, he confirmed this was correct and that it did not have to take the shape of a wheel. All agreed to the suggested amendments.

Action: Terms of reference to amended as detailed above.

KH

11      20/011    **IT UPDATE**

The Clerk updated the committee on the new equipment that had been installed in the APC Office which was working very well and was quick and responsive compared to the old system. The only outstanding item still to be received are the laptop docking stations but they are expected soon. She also explained the new phone app which allows calls to be automatically transferred to staff mobiles meaning working away from the office during working hours is now possible.

Cllr. Oldfield raised an issue he has with viewing on-line documents with his IPAD, some of the other councillors were experiencing the same issue. The Clerk will chase a response already requested from APCs IT support team.

Cllr. N Hamilton-Street asked about SharePoint. The Clerk advised she had now been shown how this works and can now start to role this out to all councillors once a bit more background work has taken place, for example setting up folders. Cllr. N Hamilton-Street suggested a folder where councillors could see "read only" documents of policies and procedures for this committee.

12      20/012    **DOCUMENT RETENTION SCHEME**

The Clerk explained the document and invited questions.

Cllr. Verrinder commented on a spelling error and also asked a question re emails at the bottom page 4 re what kind of emails this related to, the Clerk clarified that this was the minimum retention timeline for emails and not specific. Cllr. L Hamilton-Street if the system was still in place to automatically wipe emails after 15 months, the Clerk confirmed this was no longer the case and nothing was automatically wiped.

Cllr. N Hamilton-Street asked about an accident book and if this should be included. The Clerk will look into this and add if required.

Action: Check if an accident book should be included by looking into Health and Safety guidance.

KH

Cllr. L Hamilton-Street asked if everyone was in agreement with adopting the document on the proviso that a reference to an accident book may need to be added. All agreed.

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**RESOLUTION:** Cllr. Oldfield **PROPOSED** that the Document Retention Scheme should be adopted, Cllr. Verrinder **SECONDED**, and **ALL AGREED**.

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13      20/013    **BUSINESS CONTINUITY**

The Clerk advised that the contact lists have been updated but was advised 1 councillor was missing. Cllr. Verrinder asked why under potential causes and disruption, damaged caused by the following had not been included: civil riots, unrest and vandalism. Cllr. Oldfield mentioned damage by pandemics. The Clerk commented that these points can be added in.



Action: Add missing councillors name and add the above under section damage caused by.

KH

Cllr. L Hamilton-Street commented that under staff, now the office staff all have laptops the reference about having a spare laptop can be removed.

Action: Remove the above reference under the section entitled staff.

KH

Cllr. L Hamilton-Street asked that with the above amendments taken into account were the committee happy to adopt the plan. All agreed.

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**RESOLUTION:** Cllr. Evans **PROPOSED** that the Business Continuity Plan should be adopted, Cllr. Verrinder **SECONDED**, and **ALL AGREED**.

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**14 20/014 STAFF TRAINING**

The Clerk commented that she felt the qualification 'Introduction to Local Council Administration' would benefit the office staff. She explained that it was an on-line course, what it would cover, the cost (£99.00 per person) and that they would have one year to complete it. The Clerk will send full details of the course to the committee.

Action: Send course details for reference.

KH

Cllr. L Hamilton-Street commented that this should be added to the office staffs objectives and that he whole heartedly supported this. All agreed.

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**RESOLUTION:** Cllr. Reigate **PROPOSED** that the qualification 'Introduction to Local Council Administration' be offered to office staff, Cllr. Verrinder **SECONDED**, and **ALL AGREED**.

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**15 20/015 CURRENT STAFFING AND COVID-19 PROCEDURES**

The Clerk updated the committee on the current procedures in place including the recent installation of desk shields and the introduction of visors for the staff in the front office. She commented that the next step was to get the Office Manager back into the office rather than working from home.

Cllr. L Hamilton-Street asked how the staff were finding these new procedures. The Clerk advised the staff in the front office now felt a lot more secure and protected.

Cllr. Evans asked if councillors should now book to come into the office or if the staff were happy for the councillors to come in without an appointment. The Clerk advised that as long as people come in with their masks on and use the hand sanitiser there was no need to make appointments unless it was for a specific item that needed a long period of discussion then an appointment should be made.

**16 20/016 INVESTMENTS**

The Clerk talked through the document and commented that interest rates keep falling and no other accounts offered much more in the way of interest. APC also need to consider access to the accounts i.e. easy access to APC monies held.

Cllr. Evans asked about the loan amount on the flat and if the council should consider paying some of this off as interest rates were so low. The Clerk commented that there were very steep penalties for paying off all or part of the loan, but she would investigate what would happen if we overpaid and report back. A discussion took place regarding a strategy and how to move forward.

Action: Investigate implications of overpaying on this loan.

KH

Cllr. Evans commented that we could look towards more ethical banks.

Cllr. L Hamilton-Street said that he thought the document was trying to do too much and needed to be a much simpler policy stating how could APCs money be invested and so all councillors knew where the monies where i.e. how much and in what account.

Cllr. N Hamilton-Street commented that a short term account could be a good idea for monies that APC knew would be coming in but going out very quickly i.e. grants or loans being given that need to be spent in a certain timeframe.

Cllr. L Hamilton-Street said that he felt a simple set of rules needed to be in place that were used when evaluating a product.

The Clerk that she would look into all of the above points, Cllr. Evans offered his assistance in putting together a simplified policy and producing guidelines. The Clerk will also pull together a separate document behind this policy to show where all monies are, what account it is in and the current interest rate – a quick reference guide.

Action: Investigate other options, simplify policy and produce guidelines.

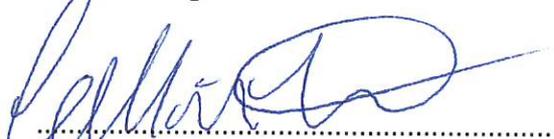
KH/RE

Finally the Clerk commented the two accounts with the biggest amounts of monies are actually performing quiet well in the current circumstances.

#### **DATE OF NEXT MEETING**

The Committee's next meeting will be held on **Wednesday 4 November 2020**, time and location to be confirmed due to COVID-19 guidelines.

**The meeting concluded at 15.03**

  
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Chairman

Date 4/11/2020