



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 NOVEMBER 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 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	GO25/020	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for Cllr. John Oldfield and Cllr. Alison Reigate.	
2	GO25/021	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	
5	GO25/022	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee of <b>Wednesday 6 August 2025</b> were agreed and were signed by the Chair.	
6	GO25/023	<b>PUBLIC CONSULTATION</b> No members of the public were present.	
7	GO25/024	<b>CLERKS REPORT &amp; ACTION LIST</b> There were no updates.	
8	GO25/025	<b>HEALTH AND SAFETY</b> The Clerk confirmed there was nothing to add in this section.	

9 GO25/026 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER

Both registers were discussed.

**General Risk Register**

The Clerk talked through the register – and talked through the highlighted areas relating to the ACLT. This will be updated and the register added to the agenda for December 2025 Full Parish Meeting.

**Financial Risk Register**

The Clerk talked through the register – and talked through the highlighted areas that were to be removed – both relating to taking the budget to Governance, which does not happen. This area will be updated and the register added to the agenda for December 2025 Full Parish Meeting.

**Action:** Take to Full Council on 8 December 2025.

KH

10 GO25/027 MONTHLY DUTIES

The last 3 months duties and the next 3 months duties were all talked through by the Clerk. The Office Manager will be arranging meeting dates and sending invites later this month.

11 GO25/028 INVESTMENT UPDATE AND MATURING ACCOUNTS

The current investments were talked through by the Clerk. The report was read out and questions invited about the information provided.

The Charter Savings Bank 6-month account will mature on 19 November 2025. A discussion took place over the best place for the money to be deposited to.

**RESOLUTION:** Cllr. Hamilton-Street **PROPOSED** £100,000 (plus any interest) be moved into the highest interest 12-month account (a different bank to all other savings) within the Flagstone platform. Cllr. Verrinder **SECONDED** and **ALL AGREED**.

12 GO/029 MEMBERS BASIC ALLOWANCE – 2025 PAY AWARD

The correspondence was talked through, and it was agreed that due to there being outstanding questions that required answers from ADC, this item would be deferred until the next Governance meeting in February 2026.

13 GO/030 COUNCILLORS STATEMENT OF ASSURANCE

The Clerk confirmed that the new Statement of Assurance was shared with all parish/town councils through NALC. After a brief discussion it was agreed that this was a positive step as APC as a whole had already sign up to the Respect and Civility Pledge and this would only strengthen the commitment by individual councillors.

**Action:** This statement will be brought to Full Council in November 2025 for councils' agreement and subsequent signing of the formal statements.

KH

14 GO/031 SAR RESPONSE POLICY

This new policy was suggested to APC by our Data Protection Officer, Maureen Chaffe. The document was discussed; a few small amendments were suggested and all present agreed to these changes.



**Action:** This policy will be amended and will be brought to Full Council for adoption in November 2025 **KH**

**15 GO/032 LAPTOP SECURITY POLICY**

All councillors took part in a short discussion about this policy and agreed there were no changes required. The Clerk confirmed that all office staff had signed the statement regarding laptop use.

**Action:** This policy will be brought to Full Council for re-adoption in December 2025 **KH**

**DATE OF NEXT MEETING**

The Committee's next meeting will be held on **Wednesday 4 February 2026 at 2pm in the King Suite, Angmering Village Hall.**

**The meeting concluded at 2:22pm**

  
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Chair

Date 4/2/26.....