



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 AT THE KING SUITE, ANGMERING VILLAGE HALL ON WEDNESDAY 6 AUGUST 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	GO25/001	<b>ELECTION OF THE CHAIR</b> Cllr. Reigate nominated Cllr. David Marsh to be Chair. This was seconded by Cllr. Verrinder and unanimously agreed. No other nominations were received.	
2	GO25/002	<b>ELECTION OF THE VICE CHAIR</b> The vice chair position was left vacant.	
3	GO25/003	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for Cllr. John Oldfield.	
4	GO25/004	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	
5	GO25/005	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee of <b>Wednesday 7 May 2025</b> were agreed and will subsequently signed by the Chair	
6	GO25/006	<b>PUBLIC CONSULTATION</b> No members of the public were present, no questions sent in.	
7	GO25/007	<b>CLERKS REPORT &amp; ACTION LIST</b> There were no updates.	

**8 GO25/008 HEALTH AND SAFETY**

The Clerk confirmed that the fire extinguishers had all received their annual checks, along with those at the lock up. The Clerk also confirmed that the play areas had all had their annual external inspections.

**9 GO25/009 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER**

Both registers were discussed.

**General Risk Register**

The Clerk talked through the register - there were no changes needed.

**Financial Risk Register**

The Clerk talked through the register – there were no changes needed.

**Action:** Take to Full Council on 11 August 2025.

**10 GO25/010 MONTHLY DUTIES**

The last 3 months duties and the next 3 months duties were all talked through by the Clerk. A question was asked regarding if the fire extinguishers and boiler service should be added. The Clerk explained that the Office Manager had these items diarised, but they can also be added to the monthly duties.

**11 GO25/011 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 £70,000 currently held in the Hampshire Trust Account will be moved into the Flagstone Platform.

Decision 1.

**RESOLUTION:** Cllr. Hamilton-Street **PROPOSED** £70,000 be moved into the Flagstone Platform. Cllr. Verrinder **SECONDED** and **ALL AGREED**.

The discussion then turned to the maturing account this October 2025. The maturing account of £120,903.33 is to be re-invested within the Flagstone platform, into the highest rate account available for 12 months.

Decision 2.

**RESOLUTION:** Cllr. Verrinder **PROPOSED** the Clerk to combine both the £70,000 and £120,903.33 and put into a 12-month investment account at the highest rate available, within the Flagstone platform. Cllr. Reigate **SECONDED** and **ALL AGREED**.

**12 GO/012 INVESTMENT POLICY 2025**

The investment policy was talked through and the highlighted amendments discussed and agreed.

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

**KH**

**13 GO/013 DATA PROTECTION POLICY 2025**

The policy was talked through, and a few minor errors were advised and agreed.

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

**KH**

- 14      **GO/014      CODE OF CONDUCT TABLE 2025**  
The table was received and the updates noted. The wording around the Respect and Civility pledge was discussed and amended.  
**Action:** This policy will be amended and brought to Full Council for re-adoption in August 2025      **KH**
- 15      **GO/015      COMMUNITY ENGAGEMENT POLICY 2025**  
All councillors stressed how important this policy was and how important community engagement is to the council. A short discussion around how we improve our reach, with suggestions being made.  
**Action:** This policy will be brought to Full Council for re-adoption in August 2025      **KH**
- 16      **GO/016      SCHEME OF DELEGATION 2025 – AMENDMENT**  
The policy was discussed and the additional information regarding planning applications/appeals was talked through. Extra wording around seeking councillor comments was agreed and will be added.  
**Action:** The policy will be amended and brought to Full Council for re-adoption in August 2025.      **KH**
- 17      **GO/017      EYE TEST APPENDIX – AMMENDMENT TO STAFF HANDBOOK**  
The appendix was discussed and agreed.
- RESOLUTION:** Cllr. Reigate **PROPOSED** the addition of the new appendix to the handbook, Cllr. Verrinder **SECONDED** and **ALL AGREED**.
- 18      **GO/018      TERMS OF REFERENCE 2025**  
The Terms of Reference were talked through, and all agreed they were suitable for use for the coming year.
- RESOLUTION:** Cllr. Hamilton-Street **PROPOSED** the continued use of the Terms of Reference for the Governance and Oversight Committee, Cllr. Verrinder **SECONDED** and **ALL AGREED**.
- Under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the following agenda item 19, due to the confidential nature of the business to be transacted.**
- 19      **GO/019      STAFFING – LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025-26**  
The new pay agreements were discussed and agreed as part of the NJC contracts in place for all staff.
- DATE OF NEXT MEETING**  
The Committee's next meeting will be held on **Wednesday 5 November 2025 at 2pm in the King Suite, Angmering Village Hall.**  
**The meeting concluded at 4:05pm**

.....  
Chair

Date.....

DRAFT