



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE HELD IN ANGMERING VILLAGE LIBRARY ON WEDNESDAY 6 NOVEMBER 2019 AT 7:30pm

Present: Councillors John Oldfield; David Marsh; Lee Hamilton-Street (Chairman); Rhys Evans; Sylvia Verrinder and Nikki Hamilton-Street

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

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	19/025	APOLOGIES FOR ABSENCE None.	
2	19/026	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	19/027	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 8 August 2019 were agreed and subsequently signed by the Chairman.	
4	19/028	PUBLIC CONSULTATION None.	
5	19/029	THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA Cllr. L Hamilton-Street talked through the list and asked if there were any questions. The number of Councillors allowed for a Parish was brought up. The Clerk reported that she had not yet received any information but would chase for a response. <u>Action:</u> Find out how many Councilors Angmering Parish Council (APC) are permitted.	Clerk
		GDPR regulations were discussed for Councillors as two still need to undergo training. A discussion took place around what would happen if Councillors choose not to undertake the training and the position this would put the Council in. The Clerk commented that policies were already in place but that they would need to be checked. Cllr. L Hamilton-Street asked for clarification to be sought. <u>Action:</u> Clarification to be sought and reported back to this committee.	Clerk
6	19/030	HEALTH AND SAEFTY There was nothing to report.	
7	19/031	RISK REGISTER The Clerk explained what had happened since the last meeting and talked through the proposed changes. A discussion then took place, talking through each item on the register. Cllr. Evans commented that he thought another line should be added to cover Social Media and all agreed. <u>Action:</u> Line to be added for Social Media.	Clerk

Cllr. L Hamilton-Street commented that he would like to trial this document and asked the question to all present on where this document should sit. The Clerk suggested that the document was presented at the December full Parish Council meeting on Monday 9 December as all Councillors need to buy in, all agreed.

Action: Add the Risk Register as an agenda item to the December agenda.

Clerk

The Clerk finished by commenting that there was still work to be done and she would welcome any suggestions and ideas.

8 19/032 INTERNAL AUDIT REPORT

The Clerk talked through the report and asked for any comments. No questions were asked.

Cllr. L Hamilton-Street asked how the new RBS financial system was working and if any further training or add-ons were needed. The Clerk reported that it was working well and that if support or help was needed RBS were very quick to respond. She also confirmed that no add-ons at this time were needed.

9 19/033 ALL ABOUT ANGMERING MAGAZINE

A discussion took place on the best way to display the APC newsletter in the magazine. The merits of printed pages within the magazine or a flyer placed in the magazine were discussed.

After discussion it was agreed that two printed pages in the magazine was the preferred option. If possible, APC would like to have the same two pages every month so the newsletter could be easily found by the magazine's readers.

Action: Contact the magazine and see if this is possible.

TL

APC will aim to have the first newsletter included in the magazines January edition.

RESOLUTION: Cllr. Marsh **PROPOSED** that APC commit two pages per month for the APC newsletter in the magazine, Cllr. Verrinder **SECONDED**, and **ALL AGREED**.

Cllr. Oldfield asked that the APC office confirm exact distribution areas so all areas within Angmering receive the magazine.

Action: Contact magazine to confirm the distribution areas.

TL

10 19/034 FINANCIAL RISK ASSESSMENT

The Clerk presented the Financial Risk Assessment and explained that it was part of her CiLCA qualification which she had recently passed. She commented that it would need to go for adoption at the full Parish Council meeting on Monday 9 December as this is important for the internal audit which was not in place before. A discussion then took place.

Cllr. N Hamilton-Street raised the question about updates, the Clerk advised that this would be done at least once a year or as and when required.

Cllr. Evans raised the question regarding depreciation of Parish Assets. The Clerk advised that assets were not depreciated they were list at the purchase value.

Cllr. N Hamilton-Street raised the question regarding the APC van and when it would need replacing.

Action: To confirm depreciation and plan for the van.

Clerk

Cllr. L Hamilton-Street commented that the above points would not stop this going for adoption at the next Parish Council meeting, all agreed.

RESOLUTION: Cllr. N Hamilton-Street **PROPOSED** that Financial Risk Assessment be presented at the next full Parish Council meeting for adoption, Cllr. Evans **SECONDED**, and **ALL AGREED**.

Action: Add to Decembers Parish Council meeting.

Clerk



11 19/035 CORPORATE WORKPLACE INSPECTION

The Clerk confirmed that the inspection had taken place and that the document was easy to use. Cllr. L Hamilton-Street went through each item on the document resulting in no real concerns.

Cllr. L Hamilton-Street asked about a Fire Risk Assessment and when this was due. As this had not been brought up before a Fire Risk Assessment had not been done. Cllr. L Hamilton-Street recommended looking for a pre-made template which could be found on the West Sussex Fire Service website.

Action: Locate template and complete assessment as soon as possible.

TL

Cllr. N Hamilton-Street advised that a Radon risk assessment also needed to be undertaken.

Action: Investigate action needed to be taken and report back.

TL

It was highlighted that the Boiler needs to be tested.

Action: Arrange for boiler to be tested as soon as possible.

TL

Cllr. Verrinder commented the fire extinguishers had just been tested at the Community Centre. The Clerk confirmed that she was aware but also surprised at the costs involved. Cllr. L Hamilton-Street asked to see the report as he has worked in this area before and would be interested to see why these costs were so high.

Action: Report to be sent to Cllr. L Hamilton-Street.

Clerk

Cllr. L Hamilton-Street asked if anything else should be included on inspection form. Tracy Lees commented that the APC Lock Up should be included and all agreed.

Action: Add the APC Lock Up to the inspection form.

TL

Cllr. L Hamilton-Street requested that the inspection be carried out every six months and that a Councillor was present at the inspection. This was agreed by all.

Action: Schedule in next inspection and advise Cllr. L Hamilton-Street so he arrange for a Councillor to be present.

TL

12 19/036 MEETING REPORTS

Cllr. Verrinder gave an overview of what had prompted her to put together the report template she had prepared. A discussion then took place.

Cllr. L Hamilton-Street thanked Cllr. Verrinder for pulling the document together and commented that it will be good to use as a reference guide for other Councillors. Once SharePoint is in place for Councillors this is will the place to hold documents like this.

DATE OF NEXT MEETING

The Committee's next meeting will be held in the Community Room at Angmering Library on **Wednesday 5 February 2019** at 19:30.

The meeting concluded at 20.16


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Chairman

Date..... 5/2/2020