



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

Website: www.angmeringparishcouncil.gov.uk

MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE HELD IN ANGMERING LIBRARY ON WEDNESDAY 27 JULY 2016 AT 19:30

Present: Councillors Susan Francis; Lee Hamilton-Street; John Oldfield; Peter Thompson.

In attendance: Rob Martin – Parish Clerk
Paul Barley – Deputy Clerk
Councillors Norma Harris and Mike Hill-Smith

Action

16/015 APOLOGIES FOR ABSENCE

None.

16/016 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

No declarations were made.

16/017 APPROVAL OF MINUTES OF THE MEETING HELD ON 26 MAY 2016

The minutes were amended by hand to reflect two minor corrections. This having been done, the minutes of the meeting of 26 May 2016 were **AGREED** as a correct record and signed by the Chairman.

The Chairman reviewed the Action List from the previous meeting, which was duly updated.

It was noted that the matter of establishing a Staffing Sub-Committee needed to be considered upon the Clerk's return from leave in late August.

16/018 PUBLIC CONSULTATION

There were no members of the public present.

16/019 GOVERNANCE COMMITTEE TERMS OF REFERENCE

The Chairman noted that the Committee needed to review its terms of reference and to suggest changes to the full Parish Council. The Terms of Reference were essentially its job description.

Councillor Francis noted that the Committee's objectives needed to be extended to cover matters relating to the Councillor Code of Conduct – these were not included at present.

Councillor Thompson noted that the reference in paragraph 19 to "policies" needed to be explained – it was not clear whether these policies were solely those in the Neighbourhood Plan, or whether the scope was broader than that.

The Chairman noted that paragraph 2 imputed a management role for the Committee, in ensuring compliance by employees and Councillors. This was not necessarily desirable, as the Parish Council employed a manager for these purposes in the form of the Clerk.

The Clerk noted that there was a need to ensure that the management took place – there would be a greater need for supervision of the Clerk if a newer and less-experienced Clerk came into post in the future, and it would in that case be appropriate for the Committee to exercise a management role. This was conceded.

The Chairman noted that paragraph 11 was too broad in scope and paragraph 20 was not necessarily a matter for inclusion in the Committee's detailed role.

The Chairman noted that this was a matter for detailed consideration by the Committee following the Clerk's return from leave later in August, and a recommendation be made that the Committee review this at its next meeting.

The Clerk reminded the Committee that the Terms of Reference had been drafted in late 2013 to meet the needs of the Parish Council at that time. It was inevitable that those needs would change over time.

**Clerk/
Committee**

16/020 CLERK'S REPORT

The Clerk regretted that the office had once again been severely affected by staff illness, which had come at a time when the office's workload was significantly higher than usual.

In order to make best use of the resources available, it was important to focus on what needed to happen most urgently. The Community Land Trust's activities, which were reaching a critical point, also needed to be considered.

The Clerk noted that, once he had returned from leave, it was his intention to produce a scoping report for consideration by the Committee, which would set out how he envisaged the office operating in future.

The Clerk noted that the website was on course to be live by the revised date of the end of September. Individual Councillors needed to review the site as it currently stood and give feedback in advance of the go-live date. A number of teething problems had been identified which were in process of being addressed by the developer.

It was noted that it would be desirable for Councillors to have access to the site in order to give feedback, and that a lead Councillor be appointed to collate that feedback. This was put to a vote, as follows:

On a proposal by Councillor Francis, seconded by Councillor Thompson: That the new website be made live to Councillors by 5 August 2016, with feedback to be provided within the following 4 weeks to a lead Councillor – unanimously **AGREED.**

**All
Councillors/
Office**

Councillor Harris noted that she was happy to take the role of lead Councillor for the purposes of this exercise.

NH

16/021 COUNCIL AND COMMITTEE CYCLE

The Clerk noted that he and the Chairman had spent some time together to identify and set out the committee cycle and the policies that derived from the



Neighbourhood Plan and the Community Action Plan. The results of this exercise were in the report currently before the Committee.

The report was discussed at some length. The general consensus was that further detail needed to be added to reflect the impact of outside bodies on the Council's annual work cycle.

On a proposal by Councillor Oldfield, seconded by Councillor Thompson: That the cycle be amended to reflect the impact of outside bodies – unanimously **AGREED**.

16/022 BUSINESS RISK ASSESSMENT POLICY

The Chairman emphasised that the Committee was not being requested to vote on the draft Policy at the present meeting, but to consider it and reflect upon the content.

Councillor Thompson considered that the document could be shortened significantly from the extremely thorough step-by-step approach laid out in it.

Following lengthy discussion, Councillor Francis noted that the risk management policy outlined in the document ought to be adopted as a first stage, with more detailed matters to be considered in due course.

The Clerk noted that there was an early need for staff to be sent on relevant risk management training courses.

Following discussion, the following votes were taken:

On a proposal by Councillor Francis, seconded by Councillor Oldfield: That the risk management policy be adopted as it stood, and be referred to the Parish Council for ratification at the next Parish Council meeting for which it could be included on the agenda – unanimously **AGREED**.

Office

On a proposal by Councillor Francis, seconded by Councillor Thompson: That the Clerk be directed to procure appropriate risk assessment training for all Parish Council staff who require it – unanimously **AGREED**.

Clerk

On a proposal by the Chairman, seconded by Councillor Francis: That a working party of a maximum of 4 members of the Committee meet after the summer break as a priority, to consider adaptations to the risk management methodology – unanimously **AGREED**.

Committee

16/023 ASSET RENEWAL PROGRAMME

Councillor Thompson noted that he had undertaken a review of the various tangible assets owned by the Parish, in connection with the grounds staff. This had allowed for the Asset Register to be updated. Work was ongoing but was expected to be completed by 12 August 2016.

With regard to play areas, it was considered that 50% of the ascertained reinstatement cost should be put in reserves straight away, and a further amount allowed for renewals every year.

With regard to other assets owned by the Parish, such as the freehold reversion of the Community Centre, the Parish Office building and equipment, other items of street furniture and equipment, these would be reviewed within 3 months.



16/024 GOVERNANCE FRAMEWORK

The Clerk explained that the Councillor Code of Conduct had been provided in large part by ADC. There was another document prepared by central Government which went into greater detail on what counted as permissible and non-permissible conduct on the part of Councillors.

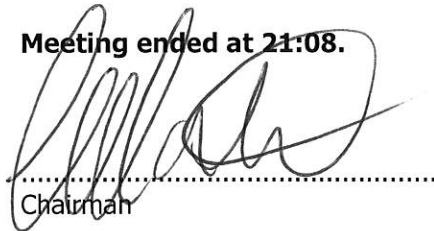
On a proposal by Councillor Thompson, seconded by Councillor Francis: That the Councillor Code of Conduct be amended to reflect the fact that the central Government document expanded upon the existing Code of Conduct, rather than replacing it – unanimously **AGREED**.

Office

16/025 DATE OF NEXT MEETING

The Committee's next meeting will take place on Wednesday 2 November 2016 at 7.30pm in the Parish Office.

Meeting ended at 21:08.


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Chairman

Date..........