



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 15th NOVEMBER 2018 AT 7:30pm

Present: Councillors John Oldfield; Mike Hill-Smith; David Marsh (Chairman), Lee Hamilton-Smith, Norma Harris, Rhys Evans, Nikki Hamilton-Smith and Steven Mountain

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

Action

18/013 APOLOGIES FOR ABSENCE

No apologies were received.

18/014 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

No declarations were made.

18/015 MINUTES OF THE PREVIOUS MEETINGS

The minutes of the Governance & Oversight Committee meeting held on 15th August 2018 were agreed as a correct record and signed by the Chairman.

18/016 PUBLIC CONSULTATION

There were no members of the public present.

18/017 CLERK'S REPORT

There were no matters to discuss as all were to be covered in the agenda.

18/018 STAFFING POSITION SUMMARY

The Clerk thanked all present for their comments so far on the proposals which were sent out previously as supporting documents. The Clerk then talked through her rationale for each point and invited comments from all present.

A lengthy discussion then took place regarding staff contracts, job descriptions, the original thought process for the re-structure and re-turn to work interviews. A large part of this discussion was also around job evaluation, proper defined roles and the correct pay scale to match the role.

All present agreed that a structure needed to be in place that would work.

Cllr. N Hamilton-Street stated that the pay scales need to fit the spinal points to fit the role profile of the job and meet the NJS terms and conditions.

Job Share was discussed but was rejected by all present.

The role that Danni Marnier undertakes was discussed and it was agreed by all that the responsibility that Danni had taken on, HTP Committee Clerk, was working well and all agreed that this should become a permanent responsibility from 1 October. Remuneration for this increase in responsibility will be backed dated and paid in the December salary.

After discussion it was **PROPOSED** by Cllr. Mountain, **SECONDED** by Cllr. N Hamilton-Street and **AGREED** by **ALL** that all changes discussed would take place from 1 December 2018.

It was agreed by all that the Clerk would schedule in appraisals for all staff by the end of November 2018 and re-evaluate the job roles. It was also agreed that the Clerk would review and write new contracts for Danni Mariner, Roy Squires and the new role when Claire Fullman leaves.

Clerk

It was agreed by all that a meeting would be arranged to discuss the new job roles and evaluate formally, it would also consider the role of the Office Manager becoming the Deputy Clerk. The Clerk will set up a meeting date.

Clerk

A discussion took place regarding the Staffing Group and if it should be re-instated after the decision was previously taken to disband it. Cllrs Oldfield, Evans, L Hamilton-Street and N Hamilton-Street commented that they would be prepared to stand again for this group.

After discussion it was **PROPOSED** by Cllr. N Hamilton-Street, **SECONDED** by Cllr. Evans and **AGREED** by **ALL** that the Staffing Group be permanently reinstated.

Concerns were raised re the proposed use of the flat above the Angmering Parish Council (APC) office. A discussion took place if we should still consider the purchase if the office staff were not going to use the space.

Cllr. Evans asked the question is we could use the flat as a trial for the proposed business hub.

Cllr. Mountain requested information on ownership and it was confirmed that APC own the building and that we charge a Peppercorn rent.

It was agreed by all present that the flat will be valued for residential rental purposes so we can understand the potential rental income we could expect if we choose to go down this route. Once these figures are known an informed decision will made on how we wish to proceed with this space.

Clerk

18/019 BUDGET AND PRECEPT

The Clerk talked through the figures.

It was confirmed the 2019 Election costs will go into the 2020/2021 budget as costs could not be known in advance.

A lengthy discussion then took place around the figures that were being presented by the Clerk. During the discussion a comment was made that nothing should go into the reserve fund. The quote from Grasstex was considered by all to be acceptable and good value.

Cllr. N Hamilton-Street asked the Clerk that the new budgeting form be brought to the CLEW meeting for items relating to CLEW.

Clerk



The Clerk advised that the Precept would be agreed by 8 February and advertised in January 2019. The figure will be advised at the Parish Council Meeting by the Clerk on 10 December 2018.

Clerk

18/020 NEW ACCOUNTS PACKAGE – RBS RIALTAS

The Clerk advised what the package was capable of, the training that would be given and the costs involved.

All present agreed that it was a good package to have and to go ahead with the online demonstration.

18/021 COMMUNICATIONS STRATEGY AND ADVERTISING

The Clerk updated all on the various advertising mediums the Angmering Parish Council office (APC) had been looking at particularly All About Angmering and what they could offer us going forward.

Cllr. N Hamilton-Street requested that the current communication strategy was a working document and needed to be updated.

Clerk

Cllr. N Hamilton-Street advised that she would arrange for someone to come into the APC office and show the staff how to use different mediums such as Instagram. She will also send information on a good package to construct advertising posters.

NHS

It was suggested that the Gazebo be placed outside the APC office for the Traders Evening being held on 5 December. At this point volunteers to man the stand were requested. APC office to follow up on this.

18/023 INTERIM INTERNAL AUDIT REPORT

THE Clerk talked through the report and advised that nothing major

Cllr. Mountain asked how the changeover with signatories for the bank were progressing and the Clerk advised we were nearly at the end of the process. Cllr. Mountain also asked about how payments were managed i.e. how many approvals were required. A discussion then took place and it was agreed that double signatures were acceptable.

Cllr. Mountain commented that the audit report was a good comprehensive report.

Standing Orders were discussed and it was agreed by all that a small working group be put together to manage this. The Clerk will ask for volunteers and arrange a meeting.

Clerk

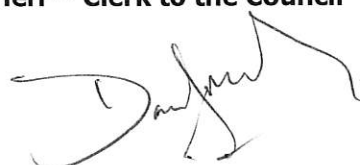
18/024 DATE OF NEXT MEETING

The next scheduled meeting of this committee is on 6 February 2019.

The meeting finished at **21.10**.

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Katie Herr – Clerk to the Council

Date.....

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