



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 IN ANGMERING VILLAGE LIBRARY ON WEDNESDAY 22 MAY 2019 AT 7:30pm

**Present:** Councillors John Oldfield; David Marsh; Lee Hamilton-Smith; Rhys Evans; Sylvia Verrinder and Nikki Hamilton-Smith

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

#### Action

**19/001 ELECTION OF CHAIRMAN**

Cllr. Marsh nominated Cllr. L Hamilton-Street to be Chairman. This was seconded by Cllr. Oldfield and unanimously agreed. Cllr. L Hamilton-Street accepted the nomination.

**19/002 ELECTION OF VICE CHAIRMAN**

Cllr. R Evans nominated Cllr. Marsh to be Vice-Chairman. This was seconded by Cllr. Verrinder and unanimously agreed. Cllr. Marsh accepted the nomination.

**19/003 APOLOGIES FOR ABSENCE**

None.

**19/004 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

No declarations were made.

**19/005 MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the Governance & Oversight Committee meeting held on Wednesday 6 February 2019 were agreed as a correct record and signed by the Chairman.

**19/006 PUBLIC CONSULTATION**

There were no members of the public present.

**19/007 CLERK'S REPORT**

The Clerk advised that there was nothing to report. However, since the agenda had been set there was now an Audit Report and also an email asking for some additional information. The Clerk then explained how the audit process had worked and what was done to produce the report. A discussion then took place. The Chairman asked if anything was needed from the Committee to which the Clerk advised no as she has everything she needed.

Action: The Clerk will send the report to all Councillors.

**Clerk**

The Action list was reviewed – see **Appendix 1.**

**19/008 APPRAISALS**

The Clerk asked for a date for her appraisal and it was suggested that it was scheduled for the first week of June.

Action: Date to be set.

**Clerk /  
Chairman**

The Chairman then asked for an overview of the staff appraisals, the Clerk updated the group on what had been completed, a discussion then took place. Cllr. R Evans offered to sit in on future staff appraisals, but it was decided that this was not needed. Cllr. N Hamilton-Street proposed a timetable be put in place for appraisals going forward and it was agreed that a full appraisal take place in June/July followed by mid-year reviews in 6 months' time.

Action: The Clerk to schedule staff appraisals as soon as possible so all are aware of the future dates.

**Clerk**

A discussion then took place around the format for the forms and that there should be one form for all.

Cllr. Verrinder asked who is presently keeping copies of the appraisals, to which the Clerk advised that she did. Cllr. Verrinder then asked if Angmering Parish Council (APC) Office had a Chairman's' file, no one had heard of this before. A discussion then took place. Cllr. N Hamilton-Street suggested a Share Point would be the best placed to hold items that would be included in a Chairman's file, all present agreed. Clarity is needed on what items should be contained within a Chairman's file; update on projects, meeting notes, Clerk's appraisal were suggested.

Action: All present to consider what should be included in the Chairman's file and send into the APC Office for collation. Information to be sent to Tracy Lees, Committee Clerk.

**Cllrs. / TL**

**19/009 CO-OPTION POLICY**

The Chairman asked for feedback on the updated model policy that he had been working on, particularly on the voting process. The chairman talked through his thought process and why he had updated/amended certain areas. A lengthy discussion then took place including points about the skill set required, how many meetings should be attended prior to co-option, a discussion rather than an interview. It was also agreed that only 3 from the staffing group needed to be present.

It was noted that all present had experienced different Co-option formats.

The Clerk gave her views and suggested that the finding of the discussion be written in a report style with no recommendations. It would then be down to the individual councillors to make up their mind on the potential councillors.

The policy cannot be agreed until the next full Parish Council meeting on Monday 10 June 2019. All present agreed to take the policy to full council and seek adoption.

Action: Put on the agenda for the full Parish Council meeting on Monday 10 June 2019.

**Clerk**

**19/010 GDPR UPDATE**

The Clerk gave an update on what had already been put in place and outlined the plan for what still needed to be achieved.

Action: The working document to be sent to all committee members.

**Clerk**

The Clerk reminded all present that a course on GDPR is taking place on Wednesday 12 June 2019 in the Library for all Councillors.

The Chairman asked if a license was needed for GDPR, the answer is unknown.  
Action: Contact to be made with APCs GDPR consultant to clarify and report back.

**Clerk / TL**

**19/011 GENERAL POLICY UPDATES NEEDED**

The Clerk gave an update by talking through the Supporting Papers – see **Appendix 2**.

Cllr. N Hamilton-Street asked if the full policy list was included, it was confirmed that not everything had been included. A discussion took place.

Cllr. N Hamilton-Street requested that all policies are listed so they are easy to review.

The Clerk talked through and passed round a template for a new Financial Risk Assessment. A discussion then took place. A question on how often to review was raised, again a discussion took place.

The Clerk then proceeded to talk through each policy asking for any comments as they came up. Comments were made on the following:

Complaints Procedure: The Chairman asked for comments. Cllr N Hamilton-Street recommended that a procedure for dealing with persistent complainers should be considered. Cllr. Evans raised the point on where a public complaint would sit, a discussion then took place on the best place to detail the procedure to follow and whether the action would come under the Code of Conduct or the Communication Strategy. Cllr. N Hamilton-Street will share some wording that may help clarify this point. It was agreed that the Clerk will update the policy based on this discussion and re-circulate it for electronic sign off and then go to Full Council for approval.

Action: Cllr. N Hamilton-Street to share wording.

Action: The Clerk to update the document and re-circulate.

Action: Put on the agenda for the Full Parish Council meeting on Monday 10 June.

**Cllr. N  
Hamilton-Street  
Clerk  
Clerk**

Freedom of Information: The Chairman asked for comments. Cllr. Verrinder asked if all Councillors still had the right to access all information in the APC Office when they wished and if Councillors still had keys to the APC office. It was confirmed that these rights were no longer in place and only the Office Staff had keys to the APC Office. Cllr. Oldfield asked if the Council were allowed to charge for time spent investigating Parishioners requests. A discussion then took place. The question was also raised about persistent requesters and how these should be dealt with. Cllr. N Hamilton-Street advised that she had access to a policy outside of the Council that could be referred to for reference and would share with the committee.

Action: Cllr. N Hamilton-Street to share document on persistent requesters.

Action: The Clerk to update the document and re-circulate.

Action: Put on the agenda for the Full Parish Council meeting on Monday 10 June 2019.

**Cllr. N  
Hamilton-Street  
Clerk  
Clerk**

Annual Investment Strategy: The Chairman asked for comments. The Clerk confirmed that this did include the previous Clerks report for which he had done a lot of research. A discussion then took place. A question was raised on what to call this policy going forward and also a date for future review. The Clerk to put this into an Investment Strategy and send round with a view to agree a date to review it.

Action: The Clerk to update

**Clerk**

Terms of Reference: The Chairman asked for comments. The number of Councillors permitted to sit on the Governance & Oversight Committee was discussed and it was agreed after historical information given by Cllr. Verrinder to remain with 5 members sitting on the committee with the addition of the following wording 'The Chairman of the Parish Council may sit in on'.

Action: The Clerk to add in the above wording.

Cllr. N Hamilton-Street requested that all references to 'his' be removed so the document can be gender neutral.

Action: The Clerk to remove the word 'his' and replace

**Clerk**

Further discussion then took place around the Health & Safety policy, Risk Register to enable the Committee to manage the risks that need to be addressed in the correct manner and take to the Full Council for consideration and working groups.

Cllr. N Hamilton-Street wanted clarification on wording/meaning relating to Working Party's i.e. Committees or Committee. It was agreed to use the word Committees.

Action: The Clerk to make the changes as agreed.

**Clerk**

Cllr. Verrinder showed the committee a leaflet obtained from another Council that she had been given that she thought the Committee might find useful.

Action: The Clerk will scan this in and email out to all

**Clerk**

The Clerks CiLCA qualification was discussed with a view to making more time for this to be achieved. It was agreed that this would be discussed at her appraisal. A discussion then took place around making time for the Office Manager to also gain her CiLCA qualification.

Cllr. Verrinder commented on the lack of space in the Community Centre and that conversations were taking place about a possible extension. A discussion then took place regarding where the funding would come from. Cllr. N Hamilton-Street made the comment that the new Community Hub that is planned for the old Chandlers site would offer more space for groups, clubs etc. to use. It was agreed by all that this needed to be included in the Neighbourhood Plan.

The Chairman asked The Clerk if she needed anything from the Committee and urged her to tap into the group whenever needed.

**19/012 DATE OF NEXT MEETING**

The next scheduled meeting of this committee is on Wednesday 7 August 2019.

The meeting finished at **20.50**.

**Chairman**.....

**Date**.....