



Established 1894

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**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE
HELD AT THE KING SUITE, ANGMERING VILLAGE HALL ON MONDAY 25 JULY 2022**

- Committee:** Lee Hamilton-Street (Chair), Rhys Evans (Vice Chair)
Nikki Hamilton-Street, Alison Reigate 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 Lee Hamilton-Street, Nikki Hamilton-Street, Sylvia Verrinder, Alison Reigate and Rhys Evans.
Cllr. Oldfield was also present, but not as a voting member of the committee.
- In attendance:** Katie Herr – Parish Clerk
- Acronym:** Angmering Parish Office: APC. Arun District Council: ADC

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	22/001	ELECTION OF THE CHAIRMAN Cllr. Reigate nominated Cllr. L Hamilton-Street to be Chairman. This was seconded by Cllr. Verrinder and unanimously agreed	
2	22/002	ELECTION OF THE VICE CHAIRMAN Cllr. N Hamilton-Street nominated Cllr. Evans to be Vice Chairman. This was seconded by Cllr. Reigate and unanimously agreed	
3	22/003	APOLOGIES FOR ABSENCE No Apologies were received.	
4	21/043	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
5	21/044	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Friday 29 April 2022 were agreed and will subsequently signed by the Chair.	
6	21/045	PUBLIC CONSULTATION No members of the public were present, no questions sent in.	
7	21/046	CLERKS REPORT & ACTION LIST The Clerk talked through the action list and then asked if there were any questions. Numbers of elected councillors in order to retain General Power	

of Competence was confirmed and elections next year were briefly discussed.

8 22/008 HEALTH AND SAEFTY

The Clerk talked through the general checks and confirmed that the fire extinguishers had been through their yearly check in the office and the lock up.

9 22/009 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER

Both registers were discussed and the below are to be amended.

General Risk Register

Add in "Unwelcome incursions" and risk assess.

A meeting is to be held with WSCC, ADC, Police and local parishes in order to learn from the recent incursions and also fully understand the process and police powers now in force.

Financial Risk Register

Typo found in VAT section - correct spelling

Action: Update registers and take to Full Council on 8 August 2022

KH

10 22/010 MONTHLY DUTIES

The last 3 months duties and the next 3 months duties were all talked through by the Clerk and comments requested. No concerns over the previous 3 months were raised by the Clerk. Still awaiting the paperwork from the external audit to come through.

11 22/011 INFORMATION SECURITY INCIDENT POLICY

The policy was talked through and comments requested. Clarification was asked for in section 7.1 regarding the "Response Team"

Action: Update section 7.1 and take to Full Council on 8 August 2022

KH

12 22/012 BUSINESS CONTINUITY PLAN

The policy was talked through and the below amendments were requested.

- 1) Amend the wording regarding when the policy will be reviewed as it is in contrast to the risk assessment at the back of the policy. Amend to match the risk assessment time line at the end of the policy.
- 2) Equipment and Premises – add in lock up and van
- 3) Mobile phone outage – check network of Groundman's personal mobile. This is in case of a network outage.
- 4) Regarding staff not in the office – add in more reasons.

Action: Update the above points within the policy and take to Full Council on 8 August 2022 .

KH

13 22/013 DOCUMENT RETENTION PLAN

The policy was talked through and comments requested. One comment was made regarding a spelling mistake on the title page.

Also a comment was made about the placement of a heading. This is to be relocated to the top of the page.

Action: Amend the title page of the policy and move the banner. Take to Full Council on 8 August 2022 **KH**

14 22/014 IT POLICY

The policy was talked through and comments requested.
Amend section 16 where it has been split over 2 lines.

Action: Update the above section within the policy and take to Full Council on 8 August 2022 . **KH**

15 22/015 FINANCIAL REGULATIONS – UPDATE

The amendment requested to the regulation was confirmed and information given about the advice sought from WSALC.

Action: Update the policy as advised and take to Full Council on 8 August 2022 for adoption. **KH**

16 22/016 LOCAL COUNCIL AWARDS SCHEME

The work completed by the Clerk and the Office Manager was talked through and thanks given. It was explained that all the criteria had been checked through and a training session attended on the process.
All present were keen to take the proposal of going for the Bronze level to Full Parish on 8 August 2022. This is a needed step in order to adhere to the procedure of the awards.

RESOLUTION: Cllr. R Evans PROPOSED that we go ahead and take the scheme to Full Council in order to proceed with obtaining the Bronze Award. Cllr. S Verrinder SECONDED and ALL AGREED.

Action: Compile a report including the process of the scheme and take it to Full Council 8 August 2022. **KH**

17 22/017 MAYFLOWER WAY

The lane (within the park area) was discussed at length and information given about land searches already undertaken in order to gain a full picture. A meeting with a local land owner took place regarding the lane and communication will continue with regards to future plans.

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 2 November 2022 at 2pm.**

The meeting concluded at 14.47

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Chairman



Date..... 2/11/22