



Established 1894

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**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE  
HELD VIA A VIRTUAL MEETING DUE TO COVID-19 ON TUESDAY 27 APRIL 2021**

- Committee:** Lee Hamilton-Street (Chair), Sylvia Verrinder (Vice Chair)  
Nikki Hamilton-Street, John Oldfield, Alison Reigate and Rhys Evans  
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, Sylvia Verrinder, Nikki Hamilton-Street, Alison Reigate, John Oldfield and Rhys Evans
- In attendance:** Katie Herr – Parish Clerk
- Acronym:** Angmering Parish Office: APC

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	20/042	<b>APOLOGIES FOR ABSENCE</b> None.	
2	20/043	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> None.	
3	20/044	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Wednesday 3 February 2021</b> were agreed and will subsequently be signed by the Chair.	
4	20/045	<b>PUBLIC CONSULTATION</b> No members of the public were present, no questions sent in.	
5	20/046	<b>CLERKS REPORT &amp; ACTION LIST</b> The Clerk talked through the action list, she then asked if there were any questions.	

Cllr. Reigate asked about the Chairman's file. A location for important documentation and a project list with latest updates. A discussion then took place regarding what would be best to include in this location and for it to be shared with all councillors.

The Development List, CIL list, Annual Plan for 2021/2022, Long Term Plan and other relevant documents were to be included

Action: Add documents to the link and send to all councillors.

KH

It was noted that all DSE forms had all been received back and this item was to be taken off the action list

Action: Take DSE forms off action list.

KH

No other questions were asked.

**6 20/047 HEALTH AND SAEFTY**

The clerk talked through any concerns she had and mentioned what was in place in preparation for returning to the office.

Cllr. Haag is carrying out the H&S walk around at the lock up and the office. It was agreed to send him the paperwork beforehand.

Action: Send relevant paperwork to Cllr. Haag.

KH

**7 20/048 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER**

Financial Risk Register

Cllr L Hamilton-Street commented on the VAT risk – stating that it should be a 3. All agreed and this will be amended.

Action: Amend rating against VAT risk.

KH

Cllr. A Reigate commented that SALC should be changed to WSALC against the borrowing section – all agreed.

Action: To amend SALC to WSALC.

KH

General Risk Register

Cllr. S Verrinder asked for changes to be highlighted to make it easier to read on both reports.

Action: Show all amendments made in a clear fashion.

KH

Action: Both the above registers will be taken to Full Council in June 2021.

KH

**8 20/049 MONTHLY DUTIES**

The last 3 months duties and the next 3 months duties were all talked through by the Clerk and comments requested.

No questions or comments were received.

**9 20/050 NEW CODE OF CONDUCT**

An introduction was made to the code and confirming that some sections needed amending from the original ADC version. The reference to cabinet will be removed and replaced with “individual meetings with residents, businesses and organisations”. It was confirmed that all councillors would need to sign the new members declaration once they had received the updated version. This would negate the need to update their Register of Interest – as advised by ADC.

Several changes were discussed and advice will be sought from WSALC and ADC and thus fed back to the committee. The amended changes will then be made as appropriate. The plan is to then take this document to Full

Council in May 2021 for adoption and individual declarations signed and returned to ADC.

Action: Compose an email to WSALC and ADC asking about the proposed changes. Updates to be given to the committee and subsequent changes made to the code if appropriate.

KH

Cllr. L Hamilton-Street spoke about the 14 points of best practice – are we doing everything we can to adhere to these? How do our current policies stand up against these best practices? A piece of work is suggested on this and report written to be brought back to the Governance Committee.

Action: To compose a report about how APC are doing against the 14 points of best practice.

TL

Cllr. S Verrinder commented regarding section 10.2/10.3 – should these comments be made to the Clerk or the Monitoring Officer. It was agreed that the comments should be made to the Clerk who would feed this up to the Monitoring Officer at ADC.

Action: Amend 10.2/10.3 to reflect the change stated above.

KH

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**RESOLUTION:** Cllr. S Verrinder **PROPOSED** that, after the changes had been confirmed and updated in the Code of Conduct, that it be taken to Full Council for adoption in May 2021 **SECONDED** Cllr A Reigate, and **ALL AGREED**.

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**10 20/051 TERMS OF REFERENCE FOR CLEW, PI AND G&I**

The amended terms of reference were introduced and councillors questions were invited.

No questions were asked and all councillors present were happy for the terms of reference to be put forward at the relevant committee meetings for adoption.

Action: Add “Adoption of new Terms of Reference to all committee meetings meeting for the first time after 5 May 2021.

KH

**11 20/052 FINANCIAL REGULATIONS**

The Clerk/Chair spend budget was discussed and it was agreed that the limits set in the document were adequate.

It was discussed and agreed to change “per event” to “per project” under the CLEW spending restrictions – section 4.1.

It was also requested that within section 6.18, it stated “Authorised by Finance Committee” – this needs to be changed to “Authorised by Full Council”.

Action: Make relevant amendments and bring to Full Council for adoption in May 2021

KH

Dappers Lane Working group was discussed regarding spending – the Clerk confirmed that printing was available in house using the already set budget.

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**RESOLUTION:** Cllr. R Evans **PROPOSED** that, after the changes had been confirmed and updated in the Financial Regulations, that it be taken to Full Council for adoption in May 2021 **SECONDED** Cllr N Hamilton-Street, and **ALL AGREED.**

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**12      20/053      AUDIT AND YEAR END – 2020/2021**

The Clerk advised how the process went and the outcome of the 2020/2021 audit. She also explained about the reports and forms that are being brought to the Annual General Meeting in May 2021.

The councillors congratulated the Clerk on the outcome and her successful completion of the end of year accounts in the new system.

Thanks were given by Cllr. L Hamilton-Street to all members of the committee for their support over the last year. Thanks were given back to the Chair.

**DATE OF NEXT MEETING**

The Committee's next meeting will be held on **Wednesday 4 August 2021**, time and location to be confirmed due to COVID-19 guidelines.

**The meeting concluded at 19.49**

  
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Chairman

Date.....