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Established 1894

MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE HELD AT THE KING SUITE, ANGMERING VILLAGE HALL ON WEDNESDAY 28 OCTOBER 2026

Committee:	**Nikki Hamilton-Street, John Oldfield, David Marsh 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 David Marsh, Nikki Hamilton-Street and Sylvia Verrinder**
In attendance:	**Katie Herr – Parish Clerk**
Acronym:	**Angmering Parish Office: APC. Arun District Council: ADC. Angmering Community Land Trust: ACLT.**

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	GO26/012	**APOLOGIES FOR ABSENCE** Apologies were received and approved for Cllr. John Oldfield.	
2	GO26/013	**DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.** None.	
3	GO26/014	**APPROVAL OF MINUTES** Approval of the minutes of the meeting of the committee of **Wednesday 29 JULY 2026** were agreed and were signed by the Chair.	
4	GO26/015	**PUBLIC CONSULTATION** No members of the public were present.	
5	GO26/016	**CLERKS REPORT & ACTION LIST** There were no updates.	
6	GO26/017	**HEALTH AND SAFETY** The workplace assessments were carried out by Cllr. Nikki Hamilton-Street, Cllr. Taylor was unavailable. It was decided that an Equipment Check form be designed to ensure the safety of all equipment used by the maintenance team. A form has been designed and signed off by the Clerk for use by the maintenance team. The team were also reminded about the importance of PPE and to be safe when completing their tasks. If any PPE is damaged or needs to be replaced, the clerk should be notified and replacements purchased.	

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7 GO26/018 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER

Both registers were discussed.

General Risk Register

The highlighted changes were discussed and updates agreed.

Financial Risk Register

The highlighted changes were discussed and updates agreed. Cllr. Hamilton-Street suggested a financial risk be added to the register regarding the careful preparation of the lease to run the café, and for lessons to be learnt from the creation of the Angmering Community Centre Lease.

Action: Both registers will be updated and taken to Full Council on 9 November for noting. **KH**

8 GO26/019 MONTHLY DUTIES

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

9 GO26/020 INVESTMENT UPDATE AND MATURING ACCOUNTS

The current investments were talked through by the Clerk. The report was read out and questions invited about the information provided.

The Clerk advised that money held within the instant access accounts had been moved to higher interest rate accounts since the last meeting.

It was confirmed that maturing accounts be moved to the highest interest rate account available. The movements will be made by the Clerk, in accordance with the Investment Policy. **KH**

10 GO26/021 COMMUNITY ENGAGEMENT POLICY 2026

The policy and suggested updates were talked through by the Clerk and a change to the wording of one section was requested and agreed by the committee. It was also agreed that the re-adoption of the policy was to be every 2 years.

Action: The Community Engagement Policy 2026 will be updated as per the above and taken to Full Council for re- adoption on 9 November 2026 **KH**

11 GO26/22 DATA PROTECTION POLICY 2026

The policy and suggested updates were talked through by the Clerk – all those present agreed with the changes.

Action: The Data Protection Policy 2026 will now be taken to Full Council for adoption on 9 November 2026. **KH**

12 GO26/23 DOCUMENT RETENTION SCHEME 2026

The policy and suggested updates were talked through by the Clerk – all those present agreed with the changes.

Action: The Document Retention Scheme 2026 will now be taken to Full Council for adoption on 9 November 2026. **KH**

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13 GO26/24 INVESTMENT POLICY 2026

The policy and suggested updates were talked through by the Clerk – all those present agreed with the changes.
It was also agreed that the re-adoption of the policy was to be every 2 years.

Action: The Investment Policy 2026 will now be taken to Full Council for adoption on 9 November 2026. **KH**

14 GO26/25 IT POLICY 2026

The policy and suggested updates were talked through by the Clerk – all those present agreed with the changes.

Action: The IT Policy 2026 will now be taken to Full Council for adoption on 9 November 2026. **KH**

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 27 January 2027 at 2pm in the King Suite, Angmering Village Hall.**

The meeting concluded at 2:40 pm

..... Date.....
Chair

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