



Established 1894

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**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE
HELD AT THE KING SUITE, ANGMERING VILLAGE HALL ON FRIDAY 29 APRIL 2022**

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

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	21/042	APOLOGIES FOR ABSENCE Apologies were received and approved from Cllr. J. Oldfield	
2	21/043	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	21/044	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 02 February 2022 were agreed and will subsequently signed by the Chair.	
4	21/045	PUBLIC CONSULTATION No members of the public were present, no questions sent in.	
5	21/046	CLERKS REPORT & ACTION LIST The Clerk talked through the action list, she then asked if there were any questions. A number of questions and comments were made regarding the number of councillors for Angmering. After an in-depth discussion it was agreed that a concerted effort to get the two vacancies filled would take place, before any work is put in to amend the number of councillors needed for Angmering. All present were keen to engage with potential councillors who had planning experience in order to assist with the PI Committee. Action: Plan a recruitment drive for 2 new councillors, with a focus on those with planning knowledge.	KH 

6 **21/047 HEALTH AND SAEFTY**
The Clerk stated the workplace assessments (Office/Lockup) have been completed by Cllr. David Marsh.

7 **21/048 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER**
Both registers were discussed and the below are to be amended.

General Risk Register

The changes highlighted were agreed. It has also been requested that "Losing Councillors" be added as a risk.

Cllr. S. Verrinder stated that the Community Centre were due to look at their constitution. She was advised where we are regarding the lease and responsibilities going through our responsibilities.

Financial Risk Register

No updates

Action: Update registers and take to Full Council on 9 May 2022

KH

8 **21/049 MONTHLY DUTIES**
The last 3 months duties and the next 3 months duties were all talked through by the Clerk and comments requested. No concerns over the previous 3 months were raised by the Clerk. The audit went well and was all signed off by the internal auditor. The issue of the fidelity clause was raised again and all present were happy with the investment strategy in order to protect the councils funds with regards to investment accounts.

Cllr. L Hamilton-Street suggested that the Asset Register be divvied up between Councillors for them to check and update.

Action: Create the divided up asset list and give out to all councillors to confirm.

KH

9 **21/050 ANGMERING COMMUNITY CENTRE – FIRE RISK ASSESSMENT**
A full update was given as to the actions taken so far by APC and Angmering Community Centre Association. 6 companies have been contacted in order to address the issue with the fire doors – several companies are due to/have visited the centre and quotes will be given for the required work. Cllr. L. Hamilton-Street gave his comments and stated that there were issues with the maintenance of the building and that checks should be being made on these areas more regularly. He also went on to explain the difference between an fire risk assessment (FRA) and a fire audit. Highlights from the FRA were staff training, housekeeping, lack of markings on the front of doors where cylinders were held and knowledge of risks. He then went on to state that our solicitor was looking into the responsibilities of each of the parties with regards to The Regulatory Reform (Fire Safety) Order 2005 as well as the lease. All councillors present are keen to work with centre staff and trustees for the benefit of Angmering residents.

10 **21/051 STAFF HANDBOOK**
The Clerk went through the current status of the handbook and said that it was ready to go after the staff have had their chance to comment on it. What is left to do now is to confirm back to HR Nest and the handbook will be adopted.



Thanks go to Tracy and Katie for all their hard work on the handbook.

RESOLUTION: Cllr. R Evans **PROPOSED** that we go ahead and ratify the Staff Handbook and instruct HR Nest to finalise. Cllr. S Verrinder **SECONDED** and **ALL AGREED**.

Action: Go back to HR Nest and confirm no issues raised and Councillors have confirmed the adoption of the Staff Handbook.

KH

11 21/052 INVESTMENT POLICY AND OPPORTUNITY

The investment policy was talked through. The suggestion that was put forward by Cllr. S Verrinder to changing the wording of a section was discussed and then it was decided to seek confirmation from WSALC regarding the wording and agree to the minor changes suggested by the Clerk. Once confirmed it can be taken to Full Parish for adopting.

With regards to the investment opportunity, the Clerk updated all on the Flagstone investment platform, the portal, how the accounts to be invested in were displayed and explained. A minimum of £250,000 will need to be invested, across several accounts (insuring there is the £85,000 FSCS protection).

A lengthy discussion took place regarding amounts and the process needed. It was decided that a minimum of £250,000 be invested with further investigation from the Clerk and Cllr. R. Evans to take place with regards to projects coming up and possible movement of funds from current investments.

RESOLUTION: Cllr. N. Hamilton-Street **PROPOSED** that a minimum of £250,000 is invested with Flagstone, with the final figure being advised after investigation regarding projects, between the Clerk and Cllr. R. Evans. Also to be discussed is the possibility to move money from current investments, into Flagstone. All information will then be emailed to Governance and Oversight Committee members before being brought to Full Council for the final ratification before any funds are move Cllr. S Verrinder **SECONDED** and **ALL AGREED**.

KH

Action: Add the updated Investment Policy to the next Full Parish Meeting on 9 May 2022.

KH

Action: Clerk to arrange a meeting with Cllr. R. Evans to agree final amounts and accounts to invest in and if money will be moved from current investment accounts.

12 21/053 TRAINING AND DEVELOPMENT POLICY – STAFF AND COUNCILLORS 2022

The policy was discussed and amendments were suggested. Change of wording in section 7 to “The Council insist that the Clerk is to gain the Certificate in Local Council Administration (CiLCA) and further qualifications and to participate in local clerks’ forums and events” and the full name of the qualifications CiLCA and ILCA to be added to different parts of the policy.

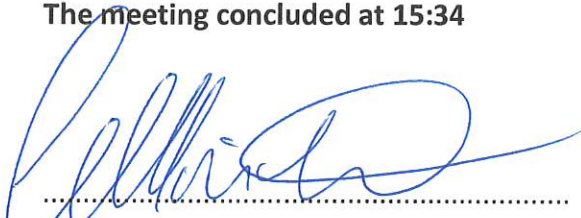
Action: Take the amended policy to Full Council on Monday 9 May 2022.

KH

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Monday 25 July 2022 at 2pm.**

The meeting concluded at 15:34



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Chairman

Date..... 25/7/2022