



Established 1894

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**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE
HELD AT THE KING SUITE, ANGMERING VILLAGE HALL ON WEDNESDAY 7 MAY 2025**

- Committee:** Nikki Hamilton-Street, Alison Reigate, 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, Alison Reigate, John Oldfield 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	24/048	APOLOGIES FOR ABSENCE None	
2	24/049	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	24/050	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 4 February 2025 were agreed and will subsequently signed by the Chair	
4	24/051	PUBLIC CONSULTATION No members of the public were present, no questions sent in.	
5	24/052	CLERKS REPORT & ACTION LIST The Clerk talked through the plans regarding the recruitment of more councillors. A discussion took place around councillor pop ups around the village, the poster in the next edition of All About Angmering and the how methods used in the past have not been as successful as hoped. The Clerk will continue to post via social media, and it was suggested to produce a flyer with more information on it regarding the role and create an expression of interest, to hand out at the pop ups and during events.	

- 6 **24/053 HEALTH AND SAFETY**
The Clerk confirmed that all staff were now back in the office and the repair work was complete. PAT testing is due in the next 2 months.
- 7 **24/054 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER**
Both registers were discussed and the below are to be amended.
- General Risk Register**
The Clerk talked through the register and the highlighted sections that had been updated – Angmering Community Hub
- Financial Risk Register**
The Clerk talked through the register – there were no changes needed.
- Action:** Take to Full Council on 09 June 2025.
- 8 **24/055 MONTHLY DUTIES**
The last 3 months duties and the next 3 months duties were all talked through by the Clerk. A question was asked regarding the asset register and the Clerk stated that she would send round the register and answer any questions the councillors may have.
- 9 **24/056 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 CIL payment received was confirmed to be put in a 12-month account.
- Decision 1.
- RESOLUTION:** Cllr. Hamilton-Street **PROPOSED** £113,759.49 received in CIL in April 2025 to be put into a 12-month account, at the highest % rate possible. Cllr. Verrinder **SECONDED** and **ALL AGREED**.
- The remaining precept received in April 2025 will be put into a high interest 6 months account, making sure there were enough funds in our Lloyds accounts for the next 5 months, before the 2nd half of the payment was due in September 2025.
- Decision 2.
- RESOLUTION:** Cllr. Hamilton-Street **PROPOSED** the Clerk to calculate how much is required for the next 6 months and transfer the balance into a 6-month investment account at the highest rate available. Cllr. Reigate **SECONDED** and **ALL AGREED**.
- 10 **24/057 STANDING ORDERS 2025**
The Standing Orders model policy process was explained to councillors and areas highlighted that were amended. A discussion took place.
Action: This policy brought to Full Council for adoption in May 2025

KH

- 11 24/058 FINANCIAL REGULATIONS 2025**
 The Financial Regulations were talked through and areas amended were highlighted. The process for signing off invoices and monetary limits were discussed.
Action: This policy will be brought to Full Council for re-adoption in May 2025 **KH**
- 12 24/059 SCHEME OF DELEGATION 2025**
 Cllr. Verrinder noted an inconsistency in the language used and all agreed this should be amended.
Action: This policy will be amended and brought to Full Council for re-adoption in May 2025 **KH**
- 13 24/060 TRAINING AND DEVELOPMENT POLICY 2025**
 Cllr. Verrinder talked through a few of her thoughts on the document and this was discussed.
Action: This policy will be amended and brought to Full Council for re-adoption in June 2025 **KH**
- 14 24/061 TERMS OF REFERENCE FOR COMMITTEES 2025**
 The terms of reference for Governance and Oversight along with Planning and Infrastructure were discussed and suggestions made.
 The changes were discussed and all agreed that they would be beneficial to add.
Action: The terms of reference for each committee will be updated and taken to the next meeting of that committee.
- 15 24/062 COMMUNITY GRANT FORM 2025/26**
 The form was discussed and the proposed change highlighted.

RESOLUTION: Cllr. Reigate **PROPOSED** the new wording regarding grant limits be accepted and amended on the Community Grant Form 2025/26
 Cllr. Oldfield **SECONDED** and **ALL AGREED.**

- 16 24/063 TO RECEIVE THE END OF YEAR AUDIT REPORT 2024/25**
 The report was talked through and advised that the audit was passed. This will now be taken to Full Council, along with the AGAR.

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 6 August 2025 at 2pm in the King Suite, Angmering Village Hall.**

The meeting concluded at 2:57pm

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 Chair

Date.....