



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE HELD IN ANGMERING LIBRARY ON WEDNESDAY 9 NOVEMBER 2016 AT 19:30

Present: Councillors Lee Hamilton-Street; John Oldfield; Peter Thompson.

In attendance: Paul Barley – Deputy Clerk
Councillor David Marsh

Action

16/026 APOLOGIES FOR ABSENCE

Received from Councillor Susan Francis, and the Clerk.

16/027 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

No declarations were made.

16/028 APPROVAL OF MINUTES OF THE MEETING HELD ON 27 JULY 2016

The minutes of the meeting of 27 July 2016 were **AGREED** as a correct record and signed by the Chairman.

16/029 PUBLIC CONSULTATION

There were no members of the public present.

16/030 GOVERNANCE COMMITTEE PROPOSED TERMS OF REFERENCE

The Chairman noted that the Committee's terms of reference had been reviewed and amended, and that a revised version was now before the Committee for approval and, if approved, submission to full Council for adoption.

The Chairman stressed that the Committee's functions were not those of a management committee, and therefore the use of the word "monitor" in the terms of reference was to be noted. Management functions were to be exercised by the Clerk, as Proper Officer of the Council, in the normal course of events.

Concerning point 8 of the terms, of reference, it was noted that the wording as it currently stood indicated that additional meetings, if required, could only be called by full Council. Clearly it would be appropriate for the Committee to be able to call its own meetings if the need arose.

It was therefore suggested that the first sentence of point 8 be amended so as to read "Meetings should be quarterly, and at other times if deemed necessary by this Committee or by full Council...".

On a proposal by Councillor Thompson, seconded by Councillor Oldfield: That the Committee's terms of reference be recommended to full Council for adoption, subject to the above amendment being made to them – unanimously **AGREED**.

It was noted that the terms of reference would be laid before full Council for adoption at the Parish Council meeting scheduled for 14 November 2016.

Full Council

16/031 CLERK'S REPORT

The Deputy Clerk ran through the action list and gave brief updates on progress on the items contained in it.

Particular items of note were:

- **Clerk's Appraisal** – as agreed earlier in the year, the second stage of the Clerk's performance assessment needed to be carried out, and this would be passed to Councillors Francis and Oldfield to deal with. The aim would be for this to be completed before the end of the year.
- **Risk Assessment Policy** – the Administrator had now received formal certification in carrying out risk assessments and would review the draft Policy against what she had learned from the training, prior to full Council considering the Policy for adoption.
- **Staffing Sub-Committee** – this remained outstanding. The Chairman noted that there was a risk of duplication with the Clerk's management responsibilities and that therefore this matter would be kept under review.
- **New Website** – it was noted that the new Parish Council website was at last operational.

16/032 ASSET RENEWAL PROGRAMME

The Chairman referred to the comprehensive report prepared by the Clerk and Councillor Thompson on the work undertaken in relation to the assessment of asset condition and how this would reflect on the policy for reserves.

Councillor Thompson gave a brief explanation of his report and noted that it had become apparent that the insured values for certain items were lower than the reinstatement costs, which had implications for both financial provision for renewals, and insurance values. Most equipment could be considered to have a service life of 15-20 years; one thing that the Parish Council would need to consider was whether some equipment would be replaced at all.

The Chairman thanked Councillor Thompson for a most comprehensive piece of work. It was noted that further research was needed on current costs of replacement items.

On a proposal by the Chairman, seconded by Councillor Oldfield: That the report be put before the full Parish Council for consideration and approval – unanimously **AGREED**.

Full Council

16/033 2017/2018 BUDGET AND PRECEPT

The Chairman referred to the report prepared by the Clerk and noted that the Committee was being asked to consider the content and make recommendations to the Parish Council.

The Deputy Clerk noted that in order to carry out the Parish Council's aspirations and work programme for the coming year, and to place the renewal programme outlined by Councillor Thompson on a proper footing, funding in the sum of £28,000 needed to be found.

Councillor Thompson noted that there was a need to make clear to the public that if the Parish Council's equipment was to be replaced properly, it would involve a cost of £8.75 per annum per band D equivalent household.

The Deputy Clerk noted that there was one item to remove from the cost projections for the coming year, which was the anticipated increase in the required superannuation contribution level. The actuaries for the West Sussex LGPS had confirmed that the contribution levels would remain unchanged for the coming year.

Following brief further discussion, on a proposal by Councillor Thompson, seconded by the Chairman: That the Clerk's draft budget to be put to the full Parish Council for comment at its November meeting, with a view to ratification in December – unanimously **AGREED**.

Full Council

16/034 PAYMENTS AUDIT

Councillor Thompson's detailed note, prepared following his audit of the Parish Council's financial systems, was noted. Thanks were expressed to Councillor Thompson for his work on this.

16/035 PENSIONS DISCRETIONS

The Chairman referred to a report prepared by the Clerk on the adoption of pensions discretions in accordance with the Pension Scheme Regulations 2013.

Following discussion, the Committee noted that it needed further information on what was being proposed, and the implications of it, before this could be considered properly.

Clerk

16/036 DATE OF NEXT MEETING

The Committee's next meeting would, subject to members' availability, which could not yet be confirmed, take place on Wednesday 8 February 2017 at 7.30pm in the Parish Office.

Meeting ended at 21:08.

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Chairman

Date.....