



Established 1894

Angmering Parish Council

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**TO MEMBERS OF THE COMMITTEE
YOU ARE SUMMONED TO A MEETING OF THE
GOVERNANCE & OVERSIGHT COMMITTEE WHICH WILL BE HELD AT
ANGMERING LIBRARY ON WEDNESDAY 5 FEBRUARY 2020 AT 7:30PM**

Agenda

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA**
- 3. APPROVAL OF MINUTES**
Approval of the minutes of the meeting of the committee on **Wednesday 6 November 2019**.
- 4. PUBLIC CONSULTATION**
An opportunity for parishioners to seek information or question the Committee and its members on any matter in respect of the Committee's activities.
- 5. CLERK'S REPORT**
To hear a report from the clerk on matters affecting the committee, not included on this agenda.
- 6. HEALTH AND SAFETY**
To report any health and safety issues/concerns/work that has been done.
- 7. RISK REGISTER**
To discuss possible risks to the council.
- 8. POLICIES NEEDING UPDATES IN THE NEXT 3 MONTHS**
To discuss and advise councillors of any policies that require updating in the next 3 months.
Health and Safety Policy - attached.
- 9. BUSINESS CONTINUITY**
To acknowledge the need for a business continuity plan and discuss items to be included.
- 10. STAFF CONTRACT UPDATE**
To discuss and agree to the amended contract format as approved by HR Services Partnership.
- 11. FIRE POLICY, LOGBOOK AND RISK ASSESMENT**
To discuss and review the document in its current form.
- 12. REQUEST TO CHANGE HOURS – STAFF MEMBER**
To discuss a request that has been made by a staff member.
- 13. DATE OF NEXT MEETING**
The date of the next meeting is **Wednesday 6 May 2020** at Angmering Library.


Katie Herr – Clerk to the Council

Date 27/01/2020