



Established 1894

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MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE HELD IN ANGMERING VILLAGE LIBRARY ON WEDNESDAY 6 FEBRUARY 2019 AT 7:30pm

Present: Councillors John Oldfield; Mike Hill-Smith; David Marsh (Chairman), Lee Hamilton-Smith, Rhys Evans, and Nikki Hamilton-Smith

In attendance: Katie Herr – Parish Clerk, Tracy Lees – Committee Clerk

Action

18/025 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Steven Mountain and Norma Harris.

18/026 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

No declarations were made.

18/027 MINUTES OF THE PREVIOUS MEETINGS

The minutes of the Governance & Oversight Committee meeting held on Wednesday 15 October 2018 were agreed as a correct record and signed by the Chairman.

18/028 PUBLIC CONSULTATION

There were no members of the public present.

18/029 CLERK'S REPORT

There were no matters to discuss as all were to be covered in the agenda. No one present had any questions re the Acton List. See appendix 1.

18/030 REVIEW OF MEMBER ALLOWANCE

The Clerk explained the background of how the Member Allowance worked and that this year's scheme was due to be amended by Arun in April 2019.

The Clerk then explained when payments are made and who would receive them. The Clerk asked if there were any questions. A discussion then took place.

Cllr. L Hamilton-Street asked about Co-option vs. being elected and who was eligible, this was clarified by the Clerk.

Cllr. R Evans asked how many Councillors were needed as a minimum. The Office were asked to confirm and report back.

Clerk

Cllr. R Evans also asked what happens if the allowance is not taken, the answer given was that it rolls over so it can be used for other council work.

After discussion it was **PROPOSED** by Cllr. N Hamilton-Street that we vote that the allowance paid to our Councillors will be 10% of the figure agreed by Arun. The sum put forward by Arun is a 2% raise on the base allowance up to £5,849.00 10% of this will be £585.00, **SECONDED** by Cllr. R Evans and **AGREED** by **ALL**. This will be reported at the next full council meeting for information only.

A discussion took place re gaining new Councillors at the Elections in May and the best way to advertise this. It was suggested that a full-page advert be placed in All About Angmering magazine to explain what it means to be a Councillor and to encourage residents to apply at the next elections to be held in May. To also advertise on Social Media, the Office window and noticeboards.

It was suggested that if there is enough interest from members of the public that they are invited to an open meeting for prospective councillors to take place 30 minutes prior to the Full Parish Council meeting to be held on Monday 8 April 2019. *On checking timings after the meeting it was noted that nomination papers need to be in by 3rd April 2019. An alternative meeting on 11th March 2019 will be suggested to councillors via email.*

Clerk

The Clerk was asked to re-send round the time table to all Councillors on when to apply to be a Councillor for the elections in May.

18/031 NEW ACCOUNTS PACKAGE – RBS RIALTAS

The Clerk explained the reasons why the package (account and asset inventory) were not yet up and running and explained the timings for the install and that this would not impact the office.

A comment was also made that lots of other councils already successfully use the RBS Rialtas package

All present agreed that it was a good package to have and to go ahead with the installation when ready.

18/032 APPROVED SUPPLIERS LIST

The Clerk updated all on how the list had been put together and the rationale behind these suppliers were on the list.

A discussion then took place.

Cllr. L Hamilton-Street commented that he disagreed with an approved suppliers list and explained his reasons. It was agreed the following checks be put in place:

- A column to be added detailing when this supplier was last used, best price vs. star rating.
- To put in place a check every year to make sure we are getting the best price.
- Risk Assessments and Insurance documents need to be supplied by each approved supplier

The Clerk re-confirmed the sign off levels that the office is permitted to use.

18/033 UPDATE ON STAFFING

The Clerk reported that the new member of staff was settling in very well and was following a training plan. This had also had a positive impact on the office morale.

An overview of the background of the 2nd new member of staff due to start on Monday 18 February was given.

The Office are also keen to cross train all members of staff, so cover is always available.

Staff contracts were discussed, and the Clerk explained that the Office's HR Consultants (HR Services Partnership) had been contacted re some possible changes that may be required.

The Clerk advised what the proposed changes were with particular mention of the pension, all present agreed that this should stay as it is.

All Councillors have been given a copy of a generic 'Contract of Employment and Job Description' for information and it was agreed by all present to come back individually if they spotted anything that may need further changes.

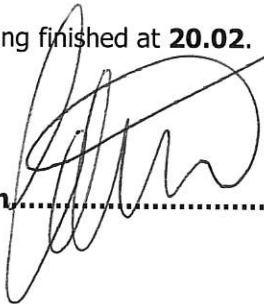
The following were also discussed, Danni Mariner's last working day was confirmed, the dates for the Office Managers forthcoming holiday and confirmation of who the Groundsman was now reporting to.

18/034 DATE OF NEXT MEETING

The next scheduled meeting of this committee is on Wednesday 22 May 2019.

The meeting finished at **20.02.**

Chairman.....



Date.....

22/5/19