



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE HELD IN ANGMERING PARISH COUNCIL OFFICE ON WEDNESDAY 15th AUGUST 2018 AT 7:30pm

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

In attendance: Rob Martin – Parish Clerk

Action

18/005 APOLOGIES FOR ABSENCE

No apologies were received.

18/006 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

No declarations were made.

18/007 MINUTES OF THE PREVIOUS MEETINGS

With reference to minute 17/023 of the 7th February 2018 meeting, it was noted that the proposal for this committee to include the Chairmen of the standing committees had not be forwarded to the Parish Council to be implemented. The Clerk undertook to ensure this would be on the agenda for the next Parish Council.

The minutes of the meetings on 26th June and 7th February were adopted as being correct records.

18/008 PUBLIC CONSULTATION

There were no members of the public present.

18/009 CLERK'S REPORT

The new staff had now been appointed, see below, and it would therefore be pertinent not to mention the position of the other two office staff, namely **Claire Fullman** and **Danielle Mariner**. This would be a good opportunity to reset the modus operandi of the office and the two new people should be encouraged to make the most of the current staffs' abilities.

18/010 STAFFING POSITION SUMMARY

The Chairman outlined the changes in staffing that had been managed by the Staffing Group. The Clerk's official retirement date would be 31st August 2018, with accumulated annual leave being taken in the 2 weeks before and after his move would mean that his effective last day would be 24th August 2018. Rob Martin had agreed to offer his services through September to ensure the smooth transition.

Tracy Lees had been appointed as the new Office Manager and her start date would be 20th August 2018. David Hussey had offered to stay on until 30th September to help Tracy learn about the Planning processes.

Kathryn Herr had been appointed as Parish Clerk and her start date would be 1st October 2018.

It was **AGREED** that the work of the Staffing Group had been completed and that all staffing responsibilities should now just be considered by this committee. The Staffing Group was formally disbanded.

18/011 STAFFING TRANSITION ARRANGEMENTS

The Clerk and the Chairman had been working hard to ensure that the transition between the old and the new would be a smooth transition. The clerk had indicated that he would be prepared to offer assistance during September and maybe beyond, if necessary.

The Clerk had produced a working document which had been circulated, which outlined the initial workload for the new Clerk. This would act as a starting point for identifying what would be necessary to do to ensure that Katie is not overwhelmed when she takes up her post.

Further problems into the future would be having the office space to be able to accommodate staff, and the Clerk outlined the availability of the flat upstairs. This would be pursued as quickly as possible to see if the accommodation could be expanded in this way.

18/012 DATE OF NEXT MEETING

The next scheduled meeting of this committee is on 31st October 2018.


15/11/2018