



Established 1894

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MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE HELD IN ANGMERING LIBRARY ON TUESDAY 7th FEBRUARY 2018 AT 19:30

Present: Councillors Mike Hill-Smith; John Oldfield (Chair); David Marsh.

In attendance: Rob Martin – Clerk

Action

APOLOGIES FOR ABSENCE

17/014 Apologies had been received from Cllr. Susan Francis.

17/015 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

No declarations were made.

17/016 APPROVAL OF MINUTES OF THE MEETING HELD ON 13 JUNE 2017

The minutes of the meeting of 13th June 2017 were **AGREED** as a correct record and signed by the Chairman.

17/017 PUBLIC CONSULTATION

There were no members of the public present.

17/018 CLERK'S REPORT

The Clerk stated that it was important that his workload was such that changes were needed to be made, and an open mind was needed to be able to rectify the issues. This matter was to be considered in confidential item 14 of this agenda.

17/019 COMMITTEE MODUS OPERANDI

The Clerk outlined the attached Terms of Reference for the Committee, and the meetings profile report. It was important that the programme of meetings would manage the delivery of the objects of the committee.

Cllr Oldfield indicated that he believed that the committee was short of members and that one more, at least was needed, which would only bring the number up to the agreed maximum of 5. Cllr Marsh agreed that this was needed, and made the suggestion that the Chairman of the two main committees should be included in that number.

It was agreed by all that this should be proposed to full council.

Clerk

17/020 GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Clerk provided a verbal update on progress of the work being undertaken by Maureen Chaffe on behalf of the parish council. He made observations on feedback to date and stressed the need to consider how data was going to be

managed for the future, particularly in relation to data contained on home computers. This would affect all councillors and staff, since everyone is handling data.

All

17/021 OVERALL BUDGET MONITOR

The Clerk had copied the latest budget monitor as at the end of December 2017, and stated that he wished this committee to offer comment on what was being produced and its interpretation by councillors.

Cllr Marsh stated that he thought that the presentation gave councillors exactly what they needed to be able to scrutinise spend to date.

A suggestion was made that a further presentation be prepared indicating not just spend, but also the commitment against each budget, with a total of the uncommitted available. The Clerk would produce something of this sort for the next meeting.

Clerk

17/022 CLERK'S APPRAISAL

The Clerk explained that the agreed principle was that it would be carried out by committee members in August, the last time it was due being August 2017. The current position was that no increments would be awarded without a satisfactory appraisal.

It was agreed that Cllrs Francis and Oldfield would write up the targets for 2017 and an appraisal would be done in time to decide on whether the Clerk would be awarded an increment in April 2018.

SF/JO

It was also agreed that the possibility of outside expert help would be sought from a company such as the HR Personnel company used by the parish for other purposes.

Clerk

17/022 PENSIONS DISCRETIONS

The Pensions Discretions adopted in June 2017 for that year now needed to be reviewed and it was unanimously agreed to roll the same discretions forward to 2018/2019.

17/023 POLICY MONITOR

It was agreed that the inclusion of the committee chairmen on this committee would enable the policy achievements to be measured on an ongoing basis. The minutes of each committee would be considered and appropriate questions asked at Governance & Oversight committee accordingly.

Clerk

17/024 DATE OF NEXT MEETING

In order to fit in with the necessary timetable for the final accounts, the Committee's next meeting would take place towards the end of April. It would be necessary to agree a date in the meantime.

Clerk

17/025 CONFIDENTIAL MATTERS

It was unanimously agreed that, in accordance with Standing Order 1(c), the public and press should be excluded from the meeting for the next agenda item because their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

17/026 OFFICE REORGANISATION REVIEW

The Clerk had circulated a report on the current workload issues being experienced, explaining that the resignation of the Deputy Clerk should be taken as an opportunity to review the mode of operation.

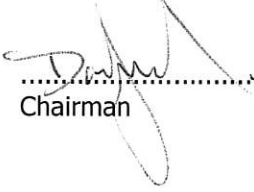


It was agreed that the ideas outlined seemed reasonable, and that the best way forward would be to set up a working party to bring a satisfactory conclusion.

The matter would be taken to full Council and membership of the working party agreed at that time.

Clerk

Meeting ended at 21:40.


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Chairman

Date. 9/5/18