



Established 1894

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**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE
HELD VIA A VIRTUAL MEETING DUE TO COVID-19 ON WEDNESDAY 5 AUGUST 2020**

Present: Councillors John Oldfield; Lee Hamilton-Street (Chair); Sylvia Verrinder and Nikki Hamilton-Street; Alison Reigate and Rhys Evans

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

Acronym: Angmering Parish Office: APC

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	20/001	ELECTION OF CHAIRMAN Cllr. Oldfield nominated Cllr. L Hamilton-Street to be Chairman. This was seconded by Cllr. R Evans and unanimously agreed.	
2	20/002	ELECTION OF VICE CHAIRMAN Cllr. L Hamilton-Street nominated Cllr. Verrinder to be Vice Chairman. This was seconded by Cllr. Reigate and unanimously agreed.	
3	20/003	APOLOGIES FOR ABSENCE None.	
4	20/004	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
5	20/005	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 5 February 2020 were agreed and will subsequently signed by the Chair.	
6	20/006	PUBLIC CONSULTATION No members of the public were present, or question sent in.	
7	20/007	CLERKS REPORT & ACTION LIST The Clerk reported that there was nothing more to report since submitting her report with the supporting papers, she then asked if there were any questions.	

Cllr. Oldfield commented on the action regarding how many councillors were permitted, the Clerk advised that she had been advised that there was

no set formula. A discussion took place and it was agreed to review on an annual basis as new estates around the village are occupied. Cllr. N Hamilton-Street mentioned the new councilor skills audit which is now ready to send out to all existing councilors. This will help to identify if APC is missing a certain skill set.

Action: Add to the next AGM agenda – does APC have enough councillors.

Action: Get Councillors to complete skills audit.

KH
NHS/KH

8 20/008 HEALTH AND SAEFTY

There was nothing to report other than the APC Office was keeping up to date with all the regular checks that need to take place such as fire alarm testing.

Cllr. L Hamilton-Street asked for an update on the APC lock-up/workshop re the recommendations that had been put forward during his Health and Safety walk round. The Clerk confirmed that all the actions that had been identified had been actioned. Cllr. L Hamilton-Street commented that when the next six monthly walk round was due, he would ask another councilor to accompany him as a fresh set of eyes. He also commented that he had mentioned to the APC groundman that due to the location of the light switch a touch should be purchased so this could be located next to the door.

Action: Torch to be purchased and kept next to the door.

Office

Cllr. Evans asked about having all the defibs batteries checked. The Clerk confirmed that this was done but the Office would check when the next check was due to be carried out.

Action: Check when the next battery check is due.

Office

9 20/009 RISK REGISTER

The Clerk explained that the document had been updated, explained what had been removed and added and that it would be going to the next full council meeting. Cllr. L Hamilton-Street asked if there were any question, none were asked, he confirmed it should go to full council.

Action: Add to the next full council agenda.

KH

10 20/010 TERMS OF REFERENCE

Cllr. L Hamilton-Street asked if everyone had reviewed the document. Cllr. Verrinder commented on items 6 and 7 and gave her views. She suggested that item 7 be re-written as follows: In addition to item 6 the Chair of the Parish Council may sit on the Governance & Oversight Committee but shall not be its Chair.

Cllr. L Hamilton-Street agreed that this should be re-written. All agreed.

Action: Update item 7 to read as above.

KH

Cllr. L Hamilton-Street commented on items 9 and 10 regarding accounting processes as he does not see this happens in this committee as the Clerk does this. A discussion took place as to where these items should be monitored either by this committee or by full council. Cllr. L Hamilton-Street suggested a Planning Wheel and went on to describe how this would look and work and that it becomes a standing item on this agenda. The Clerk confirmed that she had seen something like this before and could be done quiet easily. Cllr. N Hamilton-Street asked for confirmation that Cllr. L Hamilton-Street was suggesting that items 9, 10, 15, 16, 17 and 18 were

captured in the planning wheel, he confirmed this was correct and that it did not have to take the shape of a wheel. All agreed to the suggested amendments.

Action: Terms of reference to amended as detailed above.

KH

11 20/011 IT UPDATE

The Clerk updated the committee on the new equipment that had been installed in the APC Office which was working very well and was quick and responsive compared to the old system. The only outstanding item still to be received are the laptop docking stations but they are expected soon. She also explained the new phone app which allows calls to be automatically transferred to staff mobiles meaning working away from the office during working hours is now possible.

Cllr. Oldfield raised an issue he has with viewing on-line documents with his IPAD, some of the other councillors were experiencing the same issue. The Clerk will chase a response already requested from APCs IT support team.

Cllr. N Hamilton-Street asked about SharePoint. The Clerk advised she had now been shown how this works and can now start to role this out to all councillors once a bit more background work has taken place, for example setting up folders. Cllr. N Hamilton-Street suggested a folder where councillors could see “read only” documents of policies and procedures for this committee.

12 20/012 DOCUMENT RETENTION SCHEME

The Clerk explained the document and invited questions.

Cllr. Verrinder commented on a spelling error and also asked a question re emails at the bottom page 4 re what kind of emails this related to, the Clerk clarified that this was the minimum retention timeline for emails and not specific. Cllr. L Hamilton-Street if the system was still in place to automatically wipe emails after 15 months, the Clerk confirmed this was no longer the case and nothing was automatically wiped.

Cllr. N Hamilton-Street asked about an accident book and if this should be included. The Clerk will look into this and add if required.

Action: Check if an accident book should be included by looking into Health and Safety guidance.

KH

Cllr. L Hamilton-Street asked if everyone was in agreement with adopting the document on the proviso that a reference to an accident book may need to be added. All agreed.

RESOLUTION: Cllr. Oldfield **PROPOSED** that the Document Retention Scheme should be adopted, Cllr. Verrinder **SECONDED**, and **ALL AGREED**.

13 20/013 BUSINESS CONTINUITY

The Clerk advised that the contact lists have been updated but was advised 1 councillor was missing. Cllr. Verrinder asked why under potential causes and disruption, damaged caused by the following had not been included: civil riots, unrest and vandalism. Cllr. Oldfield mentioned damage by pandemics. The Clerk commented that these points can be added in.

Action: Add missing councillors name and add the above under section damage caused by.

KH

Cllr. L Hamilton-Street commented that under staff, now the office staff all have laptops the reference about having a spare laptop can be removed.

Action: Remove the above reference under the section entitled staff.

KH

Cllr. L Hamilton-Street asked that with the above amendments taken into account were the committee happy to adopt the plan. All agreed.

RESOLUTION: Cllr. Evans **PROPOSED** that the Business Continuity Plan should be adopted, Cllr. Verrinder **SECONDED**, and **ALL AGREED**.

14 20/014 STAFF TRAINING

The Clerk commented that she felt the qualification 'Introduction to Local Council Administration' would benefit the office staff. She explained that it was an on-line course, what it would cover, the cost (£99.00 per person) and that they would have one year to complete it. The Clerk will send full details of the course to the committee.

Action: Send course details for reference.

KH

Cllr. L Hamilton-Street commented that this should be added to the office staffs objectives and that he whole heartedly supported this. All agreed.

RESOLUTION: Cllr. Reigate **PROPOSED** that the qualification 'Introduction to Local Council Administration' be offered to office staff, Cllr. Verrinder **SECONDED**, and **ALL AGREED**.

15 20/015 CURRENT STAFFING AND COVID-19 PROCEDURES

The Clerk updated the committee on the current procedures in place including the recent installation of desk shields and the introduction of visors for the staff in the front office. She commented that the next step was to get the Office Manager back into the office rather than working from home.

Cllr. L Hamilton-Street asked how the staff were finding these new procedures. The Clerk advised the staff in the front office now felt a lot more secure and protected.

Cllr. Evans asked if councillors should now book to come into the office or if the staff were happy for the councillors to come in without an appointment. The Clerk advised that as long as people come in with their masks on and use the hand sanitiser there was no need to make appointments unless it was for a specific item that needed a long period of discussion then an appointment should be made.

16 20/016 INVESTMENTS

The Clerk talked through the document and commented that interest rates keep falling and no other accounts offered much more in the way of interest. APC also need to consider access to the accounts i.e. easy access to APC monies held.

Cllr. Evans asked about the loan amount on the flat and if the council should consider paying some of this off as interest rates were so low. The Clerk commented that there were very steep penalties for paying off all or part of the loan, but she would investigate what would happen if we overpaid and report back. A discussion took place regarding a strategy and how to move forward.

Action: Investigate implications of overpaying on this loan.

KH

Cllr. Evans commented that we could look towards more ethical banks.

Cllr. L Hamilton-Street said that he thought the document was trying to do too much and needed to be a much simpler policy stating how could APCs money be invested and so all councillors knew where the monies were i.e. how much and in what account.

Cllr. N Hamilton-Street commented that a short term account could be a good idea for monies that APC knew would be coming in but going out very quickly i.e. grants or loans being given that need to be spent in a certain timeframe.

Cllr. L Hamilton-Street said that he felt a simple set of rules needed to be in place that were used when evaluating a product.

The Clerk that she would look into all of the above points, Cllr. Evans offered his assistance in putting together a simplified policy and producing guidelines. The Clerk will also pull together a separate document behind this policy to show where all monies are, what account it is in and the current interest rate – a quick reference guide.

Action: Investigate other options, simplify policy and produce guidelines.

KH/RE

Finally the Clerk commented the two accounts with the biggest amounts of monies are actually performing quiet well in the current circumstances.

DATE OF NEXT MEETING

The Committee’s next meeting will be held on **Wednesday 4 November 2020**, time and location to be confirmed due to COVID-19 guidelines.

The meeting concluded at 15.03

.....
Chairman

Date.....

Clerks Report – Agenda item 5 (Together with Action List)

- 1) Terms of Reference (ToR) – these are being looked into further as It is believed that we are trying to make old ToR fit what we do instead of the writing them to suit the current role of the Governance and Oversight Committee.
- 2) Investments – I attended an investment session as part of the SALC Virtual Conference and learnt about ethical investment and possible accounts to use.
- 3) Procurement Policy – A request was made to the Clerk to investigate a procurement policy. On looking into this it was noted that the current Financial Regulations were out of date and needed updating as the model regulations were updated in July 2019 – after ours were adopted in May 2019. Correspondence and advice was taken on if we needed to review so soon. It was decided that we did not and we would review at a later date. I think now is the perfect timing to address the both at the same time. These will be looked into and bought together to the Governance Committee meeting in February 2021, ready for adoption at Full Council in May 2021.

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
22.05.19	8	19/008	Chairman's File	Cllrs. to suggest items to be included in the File.	Suggested items to be sent into the Office for collation	Tracy to collate information sent in. Nothing received. Waiting for sharepoint. Asked for update 28/01/2020. Still nothing sent in - reclarify during 05/08/2020 meeting	Cllrs.
22.05.19	11	19/011	General Policy Updates - Annual Investment Strategy	Agree a date to review it	Date to be set	Information to be taken to Governance November 2020	KH
05.08.20	7	20/007	Clerks Report	Does APC have enough councillors		Add to the next AGM agenda – does APC have enough councillors	KH
05.08.20	10	20/010	Terms of Reference	Terms of reference to amended	items 9, 10, 15, 16 - 18 to be captured in the planning wheel, does not have to take the shape of a wheel	Terms of Reference to be sorted by Feb 2021 meeting and brought to May 2021 AGM for adoption, along with the other committees. 26/10/2020	KH
05.08.20	16	20/016	Investments	Investigate implications of overpaying on this loan		Information to be taken to Governance November 2020	KH
05.08.20	16	20/016	Investments	Investigate other options, simplified policy and producing guidelines		2 meetings held and information being brought to Governance November 2020	KH / RE



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SUPPORTING PAPER **ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING** **MONDAY 9 NOVEMBER 2020**

- **AGENDA ITEM 11: Bank Reconciliation Signing List**

Please see the list of councillor names below and when they will/have signed the bank reconciliations after Full Council for the year 2020/2021.

MONTH	COUNCILLOR NAME	SIGNED
April 2020	Mike Jones	Yes
May 2020	David Marsh	Yes
June 2020	Sharlan Woodason	Yes
July 2020	Lee Hamilton-Street	Yes
August 2020	Alan Evans	Yes
September 2020	Norma Harris	Yes
October 2020	Sylvia Verrinder	
November 2020	Alison Reigate	
December 2020	Paul Bicknell	
January 2021	Rhys Evans	

February 2021	Suzanne Howland	
March 2021	Mike Jones	

Councillors with bank account access are not authorised to sign the bank reconciliations. If councillors resign, amendments will be made. A new list will be published and brought to the May meeting of Governance each financial year.



ANGMERING PARISH COUNCIL

Investment Policy

ANGMERING PARISH COUNCIL

Authored by: Katie Herr

Version: 1

Date Updated:

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1. INTRODUCTION

- 1.1 This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of Angmering Parish Council.
- 1.2 Authority reference is to the council's Financial Regulations.
- 1.3 The Local Government Act 2003 Section 12 provides the power to invest (a) for any purpose relevant to its functions under any enactment or (b) for the purpose of the prudent management of its financial affairs. Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.
- 1.4 The council acknowledges its duty of care to the community and the prudent investment of funds.

2. OBJECTIVES

- 2.1 The council's priorities are, in the following ranking order:
 - (i) The security of capital to minimise the risk of losses.

-
- (ii) The liquidity of investments to meet the cash flow needs of the council.
 - (iii) Maximising income within the framework of the national economic situation.

2.2 The council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

3. INVESTMENTS

3.1 All investment and deposits will be with UK registered banks or building societies.

3.2 All investments, deposits and interest will be in £ sterling.

3.3 Investments for current expenditure will be on instant access deposit accounts with a daily feeder to the current account.

3.4 Investments not required for current expenditure i.e. the general reserve may be placed on longer term deposits of up to 2 years.

3.5 Investments not required for current expenditure i.e. earmarked reserves may be placed on medium term deposits not exceeding 1 year.

3.6 In order to spread the financial risk to a minimum, investments will be made with a minimum of 2 financial institutions.

3.7 The credit ratings of the institutions will be a minimum of 'A' and these will be monitored regularly.

3.8 As our annual budget is under 500,000 Euros (about £453,000) we are covered from the Financial Services Compensation Scheme (FSCS), whereby you are 100% protected for the first £85,000 held at any single financial institution.

Therefore, to maximise your protection, we will spread our money across several accounts.

3.9 Due to COVID-19 and the uncertainty surrounding interest rates, it is recommended that investments are made using providers we currently have investments with as they are SSALC and local council approved providers.

4. REVIEW

4.1 The management of this policy will be by the Clerk. Any changes to where investments are held will be discussed at Governance and Oversight Committee and put forward for approval at Full Council.

4.2 This policy will be reviewed by the Governance and Oversight Committee on an annual basis. Any variation to the policy will be submitted to the council for approval.

Approval and Review	
This policy was approved at:	
Clerk of the council:	Katie Herr
Date:	
Date of next review:	

RISK	LEVEL OF RISK
What is the possibility of change	Medium
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **high priority** and should be assigned a review period of **1 year**.

5. Current Investments

CCLA Property Fund – Large long term investments.

CCLA The Public Sector Deposit Fund – Short term instant access investments.

Hampshire Trust Bank – Small- Medium long term investments.

Account	Investment	Current Interest Rate /Share Value
The Local Authorities Property Fund	£192,305.00 15 April 2020	283.97 pence
The Public Sector Deposit Fund	£25,000 30 Sept 2020	0.0798%
Hampshire Trust Bank – 90 Day Business Account	£70,000 30 Sept 2020	1.15% until 23/11/2020 then 0.25%

ANGMERING PARISH COUNCIL

YEAR AT A GLANCE SEPTEMBER 2020 TO MARCH 21

MONTH	TASK
September	<ul style="list-style-type: none"> ● Put up notices following completion of external audit (if necessary) ● Prepare for budget discussions (using information from half year accounts, grant applications, policies) ● Receive 2nd half Precept ● Grass cutting contract runs out 2020 ● Order Poppy Wreath ● Prepare for the half yearly internal audit ● When external audit is complete, put up notices ● Grant requests ● Review and renew insurance policy ● Create monthly accounts/reconciliation for the month and take to full council
October	<ul style="list-style-type: none"> ● Quarterly VAT reclaim ● Give draft budget to the council/Finance Committee ● Approve calendar dates for meetings in next calendar year ● Order Remembrance Poppy wreaths ● Decide on Christmas event/plans ● Grant requests Create monthly accounts/reconciliation for the month and take to full council
November	<ul style="list-style-type: none"> ● Remembrance Day ● Complete Internal Audit checklist document ● Grant requests ● Further work on draft budget ● Annual Plan Session (All Councillors) ● Grant requests ● Create monthly accounts/reconciliation for the month and take to full council
December	<ul style="list-style-type: none"> ● Continue with draft budget ● Send out Christmas cards ● Create monthly accounts/reconciliation for the month and take to full council

2021	
MONTH	TASK
January 2021	<ul style="list-style-type: none"> ● Council to approve the budget and precept requirement for next financial year ● Submit precept request ● Quarterly VAT reclaim ● Set a date for the Annual Parish Meeting (to be held between 1 March and 1 June – aim for end of May) ● Review Contracts with suppliers ● Check election procedures if this is election year ● Create monthly accounts/reconciliation for the month and take to full council
February	<ul style="list-style-type: none"> ● Ensure Health and Safety policies, Register of Interests, Standing Orders, Financial Regulations and the Assets Register are up to date ● Create a schedule for renewing other existing policies for the coming year ● Check the new electoral register and new legislation ● Make arrangements for the Annual Parish Meeting ● Create monthly accounts/reconciliation for the month and take to full council
March	<ul style="list-style-type: none"> ● End of financial year ● Precept due 1 April ● Review and renew all insurance policies, including fidelity guarantee insurance cover, employer's liability, public liability etc ready for April meeting ● If this is an election year, check procedures and advise councillors ● Create new year's finance web page ● Create new year's agenda and minutes page ● Publish new year's meeting dates online and post on noticeboard ● Create monthly accounts/reconciliation for the month and take to full council