



Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

**Minutes of a Governance Committee Meeting held in the Council Office, Langton Green Recreation Ground on Thursday 9<sup>th</sup> February 2017 at 11.00am**

---

**MEMBERS PRESENT:** Cllrs Parker (Chairman), Mrs Jeffreys, Mrs Lyle, Barrington-Johnson and Milner

**OFFICER PRESENT:** Chris May – Clerk

1. **To enquire if anyone present intends to film, photograph and/or record the meeting:** There were none
2. **To accept and approve apologies and reasons for absence:** There were none
3. **Disclosure of Interests:** There were none
4. **Declarations of Lobbying:** There were none
5. It was **RESOLVED** that the Minutes of the Governance Committee meeting held on **14<sup>th</sup> November 2016** be approved as a correct record and signed by the Chairman
6. **Public Open Session:** There were no members of the public present
7. **Matters Arising from the minutes:** There were none
8. **Review of Internal Audit**
  - a) A check on financial records – is up-to-date.
  - b) Internal auditor (IA) – the IA is next scheduled to visit the office in April/May to complete the Annual Audit.
  - c) Annual Audit (Littlejohn LLP) – The forms are due at the end of March and will be completed prior to the visit by the IA
9. **Risk Management – insurable risk**
  - a) Policy check – The following changes have been made to the policy: street furniture insured figure reduced by £10,000 to a new total of £26,000; outside equipment sum insured increased by £6,000 to cover the three containers and added a new section of general contents of £15,000 to cover the pavilion contents
  - b) Review of Fixed Asset Register – The register required an update to include the amendments as noted above.
  - c) Photographic record of assets – is reasonably accurate and up-to-date.

**10. Risk Management – working with others**

- a) Staff members
- The Clerks' cost of living pay rise of 1% awarded in 2016 as part of a national two year deal was noted. The financial impact will be considered by the Finance Committee
  - The Clerk reported that the new Assistant was progressing well
  - The Clerk reported that Mr Cooper continued to receive compliments on his work
  - The Clerk said that Mrs Harman and Mr Cooper are both enrolled in the Council's pension company (NEST) and the pension payments are calculated by payroll services which are then checked by NEST's systems. Two months have been successfully completed and he recommended that the Council make its declaration of compliance. This was agreed.
- b) Security –The Clerk is looking in to using Dropbox as a method of accessing files remotely.

**11. Risk Management – self-management**

- a) The following policies were reviewed and any changes will be noted and recommended to Full Council
- I. Complaints Policy – change
  - II. Grants Policy – no change but it was agreed to follow-up some of the recent larger grants and ask for reports
  - III. Grants Template – no change
  - IV. Financial Control – a number of changes
  - V. Co-option Policy – change
  - VI. Internal Audit Review Checklist Parts 1 & 2 – change
  - VII. Code of Conduct for Employees – minor change
  - VIII. Financial Standing Orders – changes. It was agreed that a new section on the Pavilion will be added next year when more is known about procedure
  - IX. FOI – changes
  - X. Signs on Council Land – no change
  - XI. Lone Worker – no change
  - XII. Budget Virement Policy – minor change
- b) Terms of Reference
- XIII. Governance Committee – no change
  - XIV. Internal Audit - change
- c) The recommendations on Health and safety put forward by Cllr Mercieca were discussed. The sign outside the office is being sought by the Clerk.

**12. Items for information – there were none**

The meeting closed at 12.37pm

Chairman