



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 11<sup>th</sup> April 2013 at 9.30am**

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**MEMBERS PRESENT:** Cllr Pendleton (Chairman) Cllrs Mrs Jeffreys, Milner and Parker

**OFFICER PRESENT:** Chris May – Clerk

1. **To accept and approve apologies and reasons for absence:** There were none
2. **Disclosure of Pecuniary or Other Significant Interests:** There were none
3. **Declarations of Lobbying:** None received
4. The Minutes of the Meeting held on **23<sup>rd</sup> January 2013**, having previously been forwarded to Members, were approved and signed.
5. **Public Open Session:** There were no members of the public present
6. **Matters arising from the minutes:** The clerk produced two versions of a check list to be used by Councillors when making monthly checks and it was decided that both versions would be used together with one being slightly modified – see 9a)
7. **Terms of Reference (TOR)**
  - a) The clerk had conducted a review of all committees' TOR and suggested that there should be a standard format. This was **AGREED**. He presented examples of all committees' TOR which would be put before each committee in due course before adoption by Full Council. He also suggested that Councillors consider increasing the amounts that the Finance Committee can authorise as a committee and by email. It was decided that this would be put before Full Council at the meeting in May.
  - b) It was **AGREED** to recommend to Full Council that the new Governance TOR be adopted.
  - c) It was **AGREED** that the Internal Audit TOR needed no change and to recommend that Full Council adopt them.
8. **Council Policies**
  - a) It was **AGREED** to recommend that the Complaints Policy be adopted by Full Council with a minor punctuation change.

- b) The policy for dealing with adverse weather conditions was amended to remove the Pocket Park, Roopers under the heading “Surface Treatment” (see Amenities minutes 11<sup>th</sup> February 2013). It was **AGREED** to recommend this policy be adopted by Full Council.
- c) The Internal Financial Control Policy required amendments to include the use of pre-paid credit cards, to remove Barclays Bank from the section “Bank Accounts” and to add the Co-op fixed rate deposit account. It was **AGREED** to recommend this policy be adopted by Full Council.

**9. Review of Internal Audit:**

- a) Check on Financial Records – Cllr Pendleton had carried out a check of records in March and found the records to be in order. Future checks would be made using the new checklists (see attached).
- b) Internal Auditor – The Internal Auditor is visiting the office on Wednesday 17<sup>th</sup> April to conduct an audit for the annual report. The annual report will then be presented to Full Council for approval.
- c) Review of annual audit (Littlejohn LLP) – The clerk had completed the annual procedure for year-end and presented the annual audit with sections 1 & 2 completed with printouts from the book-keeping system (RBS Alpha). These were checked to ensure accuracy and it was **AGREED** that if the Internal Auditor signed off on section 4 that it can be presented to Full Council at the May meeting for approval and signature. The committee was unsure whether a “notice of appointment of date for the exercise of electors’ rights” was required this year but this would be clarified with the Internal Auditor.

**10. Risk Management – insurable risk:**

- a) Policy check – it was noted that the insurance policy has been renewed with Came & Co for another three year period
- b) The photographic check has been updated. The new notice board, cycle racks, fingerposts, bench, and ISS will be added in due course.

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

- a) Staff members – there was nothing further to report
- b) Security – the assistant clerk’s name had not been added to the security call out – **the clerk to update the company’s records**
- c) Councillors on a charitable trust – the clerk was asked to write a letter to all Trusts asking whether a more open exchange of information would be advantageous for all concerned.

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

- a) Health and Safety – The Clerk would make further investigations of a risk assessment programme.
- b) Press and Media policy – the clerk will propose a draft in due course.

**13. Items for Information – there were none**

The meeting closed at 10.30am

Chairman