



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 Monday 30<sup>th</sup> April 2018 at 7.30pm**

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

**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 **26<sup>th</sup> March 2018** 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:** Two items were outstanding –
  - Cllr Mrs Lyle met with the Clerk to check on Title Deeds; safe contents and CCTV contract. A further meeting will be arranged.
  - Insurance – see 9a)
8. **Review of Internal Audit**
  - a) Check on financial records – these were up-to-date. The Internal auditor completed the check for April
  - b) Internal auditor – Mr Buckett came to the office on Thursday 26<sup>th</sup> April and completed his audit and signed the Annual return.
  - c) Annual Audit (Littlejohn LLP) – forms received by electronic format for the first year and will be presented to Full council at the May meeting for sign off.
9. **Risk Management – insurable risk**
  - a) Policy check – Mr Cotter from Came & Co visited the office on Monday 23<sup>rd</sup> April, attended by the Clerk and Cllr Mrs Jeffreys. This was a meeting arranged to coincide with the renewal of the 3-year long-term agreement in August. The discrepancy between the Asset Register and the Insurance policy was explained and he will direct the company to update their records and send an analysis of any changes.

- b) Fixed Asset Register – is up-to-date
- c) Photographic record of assets – pavilion contents; new SID and gateways to be added

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

- a) Staff members
  - An appropriate IT course is still to be identified
  - The Clerk is still working on a proposal for the Lengthsman’s role and asked if there was additional work involving the pavilion, especially after the recent blocked drain. Cllr Mrs Lyle will consider what he will be able to do and make a recommendation of hours required.
- b) Security – the clerk informed Councillors that the Encryption course was useful but not needed by the office as it was using cloud procedures. It could be more useful for Councillors’ own computers (see 11e)

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

- a) NALC had recently updated the template for Standing Orders. This was compared to SPC’s Standing Orders and it was considered that only one change was required and that was dependant on a decision on 11d). The other changes suggested by NALC had been updated by SPC previously.
- b) The Documents, Records and Correspondence policy was reviewed with minor grammatical changes
- c) Safe guarding policies were being introduced in Speldhurst Recreation ground and were considered for the Langton Green Recreation Ground. After some discussion it was considered not to introduce a policy and that the onus was on user groups to have their own policy because any policy introduced by SPC would be impossible to police effectively. A sign indicating that “All users of the Recreation ground do so at their own risk” was considered adequate.
- d) GDPR new regulations come in to effect on 25<sup>th</sup> May 2018. There was agreement that the Clerk should not be the Data Protection Officer (DPO). It was decided to recommend to Full Council to employ the “Local Council Public Advisory Service” (LCPAS) as its Data Protection Officer (DPO) on a basic cost of £150pa. In light of this it was agreed to recommend an amendment to the Standing Orders to include a reference to this.
- e) The recommendation from the Encryption course was that Councillors should have a specific email address for Council work, ideally set up and controlled by the office which could be deleted when a Councillor leaves. It also recommended that Councillors do not use a “family” computer for council data in case of an unfortunate mistake, which could lead to it being confiscated, even if not at fault.

**12. Items for information** – it was noted that a new member was required to join the committee.

The meeting closed at 8.30pm

Chairman