



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 18th November 2019 at 2pm

MEMBERS PRESENT: Cllrs Milner (Chairman), Mrs Lyle, Barrington-Johnson, Rowe and Pate

OFFICER PRESENT: Chris May – Clerk

1. **Election of Chairman:** **RESOLVED** to re-elect Cllr Milner as Chairman until May next year when he will have served 3 years
2. **To enquire if anyone present intends to film, photograph and/or record the meeting:** There were none
3. **To accept and approve apologies and reasons for absence:** There were none
4. **Disclosure of Interests:** The Clerk regarding his contract
5. **Declarations of Lobbying:** There were none
6. It was **RESOLVED** that the Minutes of the Governance Committee meeting held on **1st May 2019** be approved as a correct record and signed by the Chairman
7. **Public Open Session:** There were no members of the public present
8. **Matters Arising from the minutes:** none
9. **Review of Internal Audit**
 - a) Check on financial records: The Chairman said that he had been remiss at not ensuring that the checks had been done monthly. He will endeavour to ensure they are done in future. The IA will complete the November check.
 - b) Internal auditor (IA): Mr Buckett visited on 21st November. He will send a report in due course.
 - c) Annual Audit (Littlejohn LLP): The completed AGAR is on the website
10. **Risk Management – insurable risk**
 - a) Policy check: Issues were discussed; did we need disclaimer notices for defibrillators? Footpath volunteers – was there a written risk assessment? Cllr Pate would investigate a template form.
 - b) Fixed Asset Register: new blower (value £400) to be added. Cllr Rowe requested that the Asset Register show the additional two parcels of land and to add suitable names.
 - c) Photographic record of assets – pavilion contents (Cllr Barrington-Johnson); new SID and gateways to be added.

11. Risk Management – working with others

- a) Staff members
 - Admin Assistant – the Clerk confirmed that Catherine Barrett had passed her six-month probation period in September. He advised that her contract stated that any increment payable should be backdated to April 1st in the first year. Councillors agreed that she should be awarded an increase and, along with other staff be reviewed again in March next year. **RESOLVED** that her salary be increased from £9.39ph to £9.77ph backdated to April 1st 2019.
 - All other staff to be reviewed in February/March ahead of April 1st.
- b) Pensions: It was noted that all pensions required re-enrolment by November 1st and the re-declaration deadline was 31 March 2020.
- c) It was noted that the office will be closed from 4th December and re-open on Friday 13th December. The office will also close over the Christmas – New Year from 24th December and re-open Friday 3rd January. During that period preparation for the Full Council Meeting on January 6th will still be completed.
- d) Security: Councillors recognised that CCTV came under the remit of several Committees, but it was agreed that, funds permitting, that further security was required in the pavilion and in the car park near East Gate Lodge.

12. Risk Management – self-management

- a) Minor changes were made to the Media Policy
- b) Some changes were made to the CCTV Policy. Both policies would be put before Full Council for approval.
- c) It was agreed that following the decision by the Amenities Committee not to put salt during icy conditions, that the Winter Weather policy had become void. The Committee recommended the withdrawal of the policy. The Clerk will check with the Insurance Company on advice whether to put out any signs warning of ice.
- d) Tablets: It was agreed that the new tablet system was a crucial step forward in not having Councillors use their own computers. The tablets were not the most user-friendly but did the job. Cllr Milner asked for a keyboard.

13. Items for information: There was nothing to report

The meeting closed at 3.30pm

Chairman