



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 25th August 2016 at 10.30am

MEMBERS PRESENT: Cllrs Parker (Chairman), Mrs Jeffreys, Mrs Soyke, 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:** The Clerk declared an interest in 10a)
4. **Declarations of Lobbying:** There were none
5. It was **RESOLVED** that the Minutes of the Governance Committee meeting held on **4th May 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 – July was missed but the schedule of spot checks would continue as planned with Cllr Barrington-Johnson conducting the check in December. The Clerk suggested that future checks should change with the nominated councillor concentrating on one particular issue. This would not stop a brief check of other issues but this way a thorough check would be carried out.
 - b) Internal auditor (IA) – the IA had been contacted and she had given advice on how to record interest payments from the building society.
 - c) Annual Audit (Littlejohn LLP) – the Clerk had received an enquiry from Littlejohn LLP which had been resolved. The report was expected before the end of September
9. **Risk Management – insurable risk**
 - a) Policy check - The insurance policy has been updated to include the pavilion. The Clerk has spoken to the insurers and updated the total street furniture insurance (to include the mobile SID) and the container owned by SPC housing the cricket equipment which is insured by LGCC. He was requested to speak to the Pavilion Management Committee about the insurance of the pavilion's contents.

- b) Review of Fixed Asset Register – the Clerk was requested to update the register to include the new container and to look into an amount of £10,000 recorded in street furniture.
- c) Photographic record of assets – records of the new pavilion, container and the safe were needed to complete the record.

10. Risk Management – working with others

- a) Staff members
 - The Clerk advised that Mrs Plunkett had given notice that her husband was moving to work abroad for up to two years which would mean that she would be living abroad in the school holidays. The Clerk has approached Mrs Flemington to see if there was a possibility of job sharing but there were many imponderables to be sure this could work and the situation will be clearer by the September Full Council when a decision will have to be made.
 - The Clerk updated the Committee on the enrolment of employees into a pension scheme. A letter will be sent to inviting them to join the Council's pension scheme but both employees were likely to decline.
 - The Committee Chairman wanted to record the committee's congratulations to the Clerk on passing CiLCA and in accordance with his contract it was **RESOLVED** to amend the Clerk's remuneration by one spinal point backdated to June 1st 2016.
 - The Clerk reported details of SLCC changes – the trade union part of the society, which was about 5% of the society's brief, had split to form ALCC. The Committee **RESOLVED** that the Council would still fund the Clerks' total membership.
- b) Contractors – nothing to report
- c) Security – the new computers were a major improvement and cloud storage was likely to be with Microsoft365. No progress had yet been made on working from home.

11. Risk Management – self-management

- a) It was **RESOLVED** to replace Cllr Mrs Soyke with Cllr Mrs Lyle
- b) The list of Committees and Working Groups was reviewed and changes have been suggested which will be put before Full Council in September
- c) It was **RESOLVED** to implement the recommendations on Health & Safety put forward by Cllr Mercieca. To-date three of the recommendations have been implemented. The Clerk was requested to email all Councillors regarding handling of heavy tables at meetings.
- d) Now that the Clerk was qualified the Council could qualify for the General Power of Competence. This was discussed but a recommendation was deferred until the next committee meeting

12. Items for information – the next meeting was provisionally booked for Thursday 10th November at 10.30am. All members to confirm their availability to the Clerk.

The meeting closed at 11.45am

Chairman