



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 14th November 2016 at 7.30pm

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 **20th October 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:**
 - Cllr Mrs Lyle had discussed the contents of the Pavilion and it totalled approximately £12,700 at present (there was more equipment to come). The Clerk was asked to insure the contents for £15k.
 - Following Cllr Mrs Jeffreys inspection the Clerk has made a file for each employee with details of their paygrade
 - The fireproof cabinet has been added to the asset list
8. **Review of Internal Audit**
 - a) A check on financial records – is up-to-date.
 - b) Internal auditor (IA) – the IA will be visiting the office on Wednesday 16th November to complete the half-yearly assessment
 - c) Annual Audit (Littlejohn LLP) – The Annual Audit is complete
9. **Risk Management – insurable risk**
 - a) Policy check – see matters arising. The list of new containers needs to be increased from one to three. A listing under street furniture of various was an inherited figure from pre-2002 and nobody is aware of the details. The Clerk will make further enquiries but if there is no clarification he will reduce the amount insured. He was also requested to look in to the fencing the Council paid for by the new pavement near Lampington row.

- b) Review of Fixed Asset Register – The fireproof safe has been added
- c) Photographic record of assets – up-to-date

10. Risk Management – working with others

a) Staff members

- The Committee was delegated to assess the Groundsman and his future role within the Council. Mr Cooper has been contracted to the Council during the past 5 years and the Council was having difficulty securing his services for additional work that was needed within the Parish because he had other employment. The Committee noted how invaluable he has proven during that time and decided it was time to employ him as a member of staff on a part-time basis. The financial impact was discussed and it was agreed that the increase in the precept would account for this cost. Also considered was the hourly rate and the Clerk was asked to negotiate this along with insurance, mileage and pension. Cllr Mrs Jeffreys had prepared a draft contract and work specification which was reviewed by the Committee. Some changes were suggested and she would seek clarification and report back to the Committee before the final contract was agreed. It was envisaged that, should everything be acceptable, he would start as an employee from January.
- Clerk's appraisal -The Clerk said his review is due and Cllr Barrington-Johnson will ask Councillors for feedback before his appraisal which will be held in Dec/Jan.
- Pension enrolment – This will be completed when the new employees have made a decision on whether they wish to take up the offer.

b) Contractors – nothing to report

c) Security –The Clerk said that installing a system to allow working from home is progressing.

11. Risk Management – self-management

- a) 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 8.41pm

Chairman