



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 26th March 2018 at 1.30pm

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

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 **29th January 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 will meet with the Clerk to check on Title Deeds; safe contents and CCTV contract
 - The insurance will be reviewed at the renewal date when the asset register will be submitted for comparison
8. **Review of Internal Audit**
 - a) Check on financial records – these were up-to-date. Cllr Mrs Jeffreys suggested some minor changes to the forms and these will be amended
 - b) Internal auditor – Mr Buckett is running a KALC training evening at the Langton Green Village Hall on Wednesday 18th April to explain the Annual Return. It is for both Clerks and Councillors and Cllr Mrs Lyle and the Clerk will attend.
 - c) Annual Audit (Littlejohn LLP) – forms to be received by 31st March.
9. **Risk Management – insurable risk**
 - a) Policy check – as mentioned in minute no. 7 The insurance policy does not mirror our asset register. This will be reviewed at renewal when other quotes will be sought. Risk assessments and suitable training will need to be introduced as soon as possible.
 - 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 had circulated an article about a Parish that had a staff member (Lengthsman) and a Council van for his use. Marden Parish Council operated a similar scheme. He suggested that SPC could operate more effectively if it ran its Parish in such a way and used cost efficiencies elsewhere to offset extra expenditure. After consideration it was agreed that the Clerk carry out a feasibility study to be put before the appropriate committees for review. He also suggested that the Groundsman be trained to carry out Defibrillator training. This was also agreed.
- b) Security – the clerk informed Councillors that Dropbox had recently been auto-renewed. He suggested that “One Drive” may be able to replace Dropbox next year.

11. Risk Management – self-management

- a) The following policies were reviewed and changes suggested
- i. Complaints Policy – no change
 - ii. Grants – no change
 - iii. Grants Template – minor change
 - iv. Financial Control – changes to pages 3,4 and 6
 - v. Co-option Policy – no change
 - vi. IA Review – changes to part 1 5) and Chairman of Governance Committee changed on both forms
 - vii. Code of Conduct for Employees – no change
 - viii. Financial Standing Orders - - change to 11.6
 - ix. Freedom of Information – changes to class 2, 5 and 6
 - x. Signs on Council land – no change
 - xi. Lone Worker – minor change
 - xii. Budget Virement Policy – no change
 - xiii. Investment Policy – paragraph taken out and a plan added
- b) The following Terms of Reference were reviewed
- xiv. Governance Committee – no change
 - xv. Internal Audit – no change
- c) GDPR new regulations come in to effect on 25th May 2018. There was agreement that the Clerk should not be the Data Protection Officer (DPO) in the long term especially without any training in what is expected of that role. Two options were considered:
- Hire the services of a DPO from a principal council or a private company
 - Band together with other local councils and employ a DPO
- Further information will be forthcoming and a decision will be made at the May Full Council meeting.
- d) The recommendations on Health and safety put forward by Cllr Mercieca were discussed and with implementations in due course.

12. Items for information – there were none

The meeting closed at 2.45pm

Chairman