



Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

Minutes of a Governance Committee Meeting held in the Committee Room, Ashurst Village Hall on Wednesday 17th August 2011 at 7.30pm

MEMBERS PRESENT: Cllr Pendleton (Chair) Cllrs Mrs Jeffreys, Mrs Soyke and Parker

OFFICER PRESENT: Chris May – Clerk

1. **Declarations of Personal and Prejudicial Interest:** None received
2. **Declarations of Lobbying:** None received
3. **Apologies for Absence:** No absences
4. The Minutes of the Meeting held on **18th May 2011**, having previously been forwarded to Members, were approved and signed.
5. **Public Open Session:** There were no members of the public.
6. **Matters arising from the minutes:** It had been noted to check whether the War Memorial was insured (see Minutes 18th May 2011 9a). The Clerk confirmed that War Memorials were insured to the value of £14,173.75.
7. **Review of the Annual Parish Meeting (APM):** Cllr Mrs Jeffreys referred to the Governance Toolkit for Parish & Town Councils section 5 Conduct of the Annual Parish Meeting. She said that she and the Clerk had attended the Withyham APM and she recommended that Speldhurst Parish Council change their meeting to involve all local organisations. The changes were enthusiastically endorsed by the Governance Committee and Cllr Mrs Jeffreys would produce a more detailed paper for Cllrs to consider at the September Full Council meeting.
8. **Review of Internal Audit:**
 - a) Check on Financial Records – It was agreed prior to the meeting by Cllr Pendleton to review the following records; VAT; Calculation of salaries; outstanding invoices; standing orders and terms of reference (TOR). It was found that a number of committee's TOR had not been reviewed annually and the Clerk would supply Cllr Pendleton with the relevant information and he would create a spreadsheet.
 - b) Internal Auditor – The Clerk had arranged to meet with the internal auditor on 17th November