



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 Wednesday 6<sup>th</sup> January 2016 at 7.30pm**

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**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 10a)1.
4. **Declarations of Lobbying:** There were none
5. It was **RESOLVED** that the Minutes of the Governance Committee meeting held on **26<sup>th</sup> November 2015** 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 Soyke noted that there were no papers relating to the handling of correspondence, circulation, responses, filing and documentation. The Clerk said that this was work in progress and he hoped to have it in place by the financial year end.
8. **Review of Internal Audit**
  - a) Check on financial records – Cllr Milner had made the check in December and a new list was circulated.
  - b) Internal auditor – there was nothing to report
  - c) Annual Audit (Littlejohn LLP) – it was noted that the financial year ends on 31<sup>st</sup> March and there would be some variations to the asset register (CCLA repayment of an investment and no pavilion)
9. **Risk Management – insurable risk**
  - a) Policy check – the policy was up to-date and had been adjusted regarding the demolition of the old pavilion.
  - b) Review of Fixed Asset Register – this has been updated to include all new land transferred from TWBC, reduced by the value of the Pavilion (during the build) and to include all defibrillators
  - c) Photographic record of assets – updated to include all defibrillators and the newly acquired land at The Boundary, the land at Lampington Row and Ashurst.

**10. Risk Management – working with others**

- a) Staff members
  - 1. The Clerk's appraisal had been carried out by the Staffing Working Group. Cllr Barrington-Johnson said that it had been satisfactory and he would write a report to confirm this.
  - 2. The Clerk confirmed that Mrs Flemington's last day will be 31<sup>st</sup> January and if she is required to work any hours she will be paid monthly in arrears at a rate of £15ph.
  - 3. To review the Clerks' job description – the Clerk made an amendment regarding manning the office. This amendment was accepted and will be referred to Full Council for consideration.
  - 4. To consider the new regulations that all employees must automatically enrol into a pension scheme – the Clerk had enrolled the Council in NEST and it was **RESOLVED** to sign the mandate to open the account.
- b) Contractors – to review the Groundsman's contract – amendments were made to the contract as per the minutes dated 26<sup>th</sup> November 2015 and will referred to Full Council.
- c) Security
  - 1. A meeting has been established for Tuesday 19<sup>th</sup> January with Microshade for them to present their product and to see if it will be what the Council requires.

**11. Risk Management – self-management**

- a) Code of Conduct for Employees – with minor amendments it was agreed to recommend to Full Council
- b) Financial Standing Orders – changes were made to section 7 Payment of Salaries and with some other minor amendments it was agreed to recommend to Full Council.
- c) Freedom of Information – No changes were suggested. It was agreed to recommend to Full Council.
- d) Signs on Council Land - No changes were suggested. It was agreed to recommend to Full Council.
- e) Lone Worker - No changes were suggested. It was agreed to recommend to Full Council.
- f) Budget Virement Policy - No changes were suggested. It was agreed to recommend to Full Council.
- g) Health and safety –Cllr Mercieca will produce a draft policy and will visit the office in January.

**12. Items for information**

The meeting closed at 8.30pm

Chairman