



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 31st May at 3pm

MEMBERS PRESENT: Cllrs Mrs Jeffreys, Barrington-Johnson and Parker

OFFICER PRESENT: Chris May – Clerk

1. **Election of Chairman:** Cllr Milner had given prior consent to becoming Chairman and was duly voted on having been proposed by Cllr Mrs Jeffreys and seconded by Cllr Barrington-Johnson. Cllr Parker was elected Chairman for the meeting.
2. **To enquire if anyone present intends to film, photograph and/or record the meeting:** There were none
3. **To accept and approve apologies and reasons for absence:** Cllr Milner (previous engagement), Cllr Mrs Lyle (family emergency)
4. **Disclosure of Interests:** There were none
5. **Declarations of Lobbying:** There were none
6. It was **RESOLVED** that the Minutes of the Governance Committee meeting held on **9th February 2017** be approved as a correct record and signed by the Chairman
7. **Public Open Session:** There were no members of the public present
8. **Matters Arising from the minutes:** There were none
9. **Review of Internal Audit**
 - a) A check on financial records – is up-to-date. The Clerk was requested to re-issue the list to members.
 - a) Internal auditor (IA) – the IA attended the office on 27th April. This was the first visit by David Buckett, the new IA, and his report is attached. There were a number of comments and suggestions which the Clerk was to action. This will be reviewed at the next meeting. He had signed the Annual Return confirming the correct figures. Councillors reviewed the form and agreed that a sound system of internal control was in place and recommended that it be approved by Full Council and signed by the Chairman at the June meeting.

- b) Annual Audit (Littlejohn LLP) – The forms will be submitted next week prior to the deadline of 12th June and the notice of public rights and publication of the unaudited annual return will be posted on Wednesday 7th June 2017 until 19th July 2017.

10. Risk Management – insurable risk

- a) Policy check – The policy is to be updated to include an increase in the amount of the fidelity guarantee.
- b) Fixed Asset Register – is to be updated to include pavilion contents of £15,000
- c) Photographic record of assets – is reasonably accurate and up-to-date. Pavilion contents to be added in due course.

11. Risk Management – working with others

- a) Staff members – Mrs Harman probation - The Committee considered the recommendations of the Clerk and agreed to recommend to Full Council that she has successfully passed her probation and recommended that she progress on the pay scale from LC1 15 to LC1 18 back dated to 14th May
- b) Security –The Clerk is using Dropbox as a method of accessing files remotely.

12. 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.

13. Items for information – there were none

The meeting closed at 3.52pm

Chairman