



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 Thursday 14<sup>th</sup> August at 7.30pm**

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**MEMBERS PRESENT:** Cllrs Owen, Mrs Jeffreys, Milner and Parker

**OFFICER PRESENT:** Chris May – Clerk

1. **Election of Chairman:** It was **RESOLVED** to elect Cllr Parker as Chairman
2. **To accept and approve apologies and reasons for absence:** Cllr Pendleton (prior engagement)
3. **Disclosure of Pecuniary or Other Significant Interests:** Chris May 10a)
4. **Declarations of Lobbying:** None received
5. It was **RESOLVED** that the Minutes of the meeting held on **30<sup>th</sup> April 2014** 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:** There were none
8. **Review of Internal Audit:**
  - a) Checks on Financial Records – All checks were up to-date and were found to be in order. Minor suggestions to the check list were made by Cllr Mrs Jeffreys
  - b) Internal Auditor – A meeting is being scheduled for November
  - c) Review of annual audit (Littlejohn LLP) – The financial year-end audit was being checked by Littlejohn LLP who had contacted the Clerk to query the loan repayment highlighted in the significant variations. The return was expected soon.
9. **Risk Management – insurable risk:**
  - a) Policy check – the policy is up to date and has just been renewed for a further year.
  - b) The photographic check – is up to-date
10. **Risk Management – working with others**
  - a) Staff members – The clerk had been requested to submit up-to-date figures on how a move in salary scale to above substantive range would impact the budget. He produced figures for the next three years and left the room. Councillors discussed the issue and agreed to recommend that the increase for both Clerks be approved at the next Finance Committee meeting and the budgets be adjusted accordingly. The Clerk returned to the room and thanked Councillors saying that the system was not ideal but it was a step in the right direction.

- b) Security – a list of key holders was submitted and will be reviewed annually after the Annual Meeting

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

- a) Standing Orders – Cllr Mrs Jeffreys had recommended that the new NALC Standing Orders be adopted in so far that all the statutory items are included. Not all of the model standing orders are obligatory and Councillors went through them diligently deciding which were necessary and compared them to the existing standing orders. **The Clerk was asked to prepare new Standing Orders based on the notes which would be circulated to the committee before inclusion for adoption at the September Full Council meeting.**
- b) Investment policy – the policy review was deferred until the next committee meeting
- c) Media Policy – this was reviewed and amendments made concerning the use of twitter and the recording or filming of meetings. This will be put forward for adoption at the September Full Council meeting.
- d) Virement Policy – this was reviewed and minor amendments made and will be put forward for adoption at the September Full Council meeting.
- e) Health and safety – work in progress

**12. Items for Information – There were none**

The meeting closed at 9.40pm

Chairman