



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 4th May 2016 at 2pm

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

IN ATTENDANCE: Cllr Mercieca

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 **23rd March 2016** 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

Health & Safety

It was agreed to bring forward item 11a)

Cllr Mercieca answered questions from the committee regarding matters he had highlighted in his report. It was agreed his report was very useful and that steps would be taken to implement his recommendations. Cllr Mercieca agreed to investigate an illuminated direction sign and the committee thanked him for his report

8. Review of Internal Audit

- a) Checks on financial records – monthly checks were up to-date, The April check being carried out by the Internal Auditor.
- b) Internal auditor (IA) – Alison Stevens visited the office on Wednesday 27th April and carried out her audit. She signed the Annual Audit forms ahead of the May Full Council meeting and sent in her report which has been circulated to the committee and Full Council.
- c) Annual Audit (Littlejohn LLP) – the forms were reviewed by the committee and they were satisfied that SPC had a sound system of internal control and it was **RESOLVED** to recommend

to Full Council that the Annual Return for the year ending 31 March 2016 be signed at the Annual Statutory Meeting to be held on 9th May 2016.

9. Risk Management – insurable risk

- a) Policy check – this was up to-date. The new mobile SID (delivered on 4th May 2016) is to be added. The pavilion is to be added to the policy when it is handed back to SPC – this will mean an increase in the premium.
- b) Review of Fixed Asset Register – The new mobile SID (delivered on 4th May 2016) is to be added.
- c) Photographic record of assets - The new mobile SID (delivered on 4th May 2016) is to be added.

10. Risk Management – working with others

- a) Staff members
 - The Clerk updated the Committee on the automatic enrolment of employees into a pension scheme – the Direct Debit mandate has been set up with our account with HSBC. The next stage will be to write to staff members inviting them to enrol in the pension scheme which comes in to effect on November 1st 2016.
 - The Clerk reported that Mrs Plunkett’s performance during her probation period had been satisfactory and the committee **RESOLVED** to recommend to Full Council that she be taken on to full staff on a permanent basis.
- b) Contractors – nothing to report
- c) Security – New computers will be ordered and installed this month. Arrangements for a cloud back up system and the ability to access computers from home will be progressed once they are installed. Cllr Barrington-Johnson asked that once the hard drives on the old computers had been wiped that they be donated to a charity.

11. Risk Management – self-management

- a) See Health & Safety

12. Items for information – the committee thanked Cllr Mrs Soyke for her counsel. (She will be stepping down as Chairman of the Finance Committee and her replacement will become a member of Governance).

The meeting closed at 2.50pm

Chairman