



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 3rd July 2013 at 10.00am

MEMBERS PRESENT: Cllr Pendleton (Chairman) Cllrs Mrs Jeffreys, Hemming and Parker

OFFICER PRESENT: Chris May – Clerk

1. **Election of Chairman:** It was **RESOLVED** to re-elect Cllr Pendleton as Chairman. It was noted that this would be his last year as Chairman.
2. **To accept and approve apologies and reasons for absence:** Cllr Milner (prior engagement)
3. **Disclosure of Pecuniary or Other Significant Interests:** There were none
4. **Declarations of Lobbying:** None received
5. It was **RESOLVED** that the Minutes of the meeting held on **11th April 2013** were 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) Check on Financial Records – Cllr Parker made the checks for June. He is still waiting for some information which the clerk will send to him. The clerk will update the check list and send a new rota to Councillors.
 - b) Internal Auditor – John Roberts announced that he will be retiring and that his recent visit, when he signed off on the annual return, would be his last. He has recommended Ms Alison Hillman and she has sent in her CV with copies of previous audits. She will be interviewed on 11th July by the Chairman, Chairman of Finance and the clerk and a recommendation will put before Full Council at the August meeting.
 - c) Review of annual audit (Littlejohn LLP) – The “notice of appointment of date for the exercise of electors’ rights” was posted for the regulatory period and the return has been sent to the external auditor.
9. **Risk Management – insurable risk:**
 - a) Policy check – the ISS is to be added to the policy. **Clerk to action**

- b) The photographic check has been updated. The ISS will be added once it is installed on the new pole.

10. Risk Management – working with others

- a) Staff members – there was nothing to report
- b) Security – the assistant clerk's name has been added to the security call out. The container was still to be made secure. There have been problems finding a welder to make the minor adjustment but a new one has been found and the work should be done shortly.
- c) Councillors on a charitable trust – Cllr Mrs Jeffreys said she would draft a letter to all Trusts asking whether an exchange of information would be advantageous for all concerned.

11. Risk Management – self-management

- a) Health and Safety – The Clerk would make further investigations of a risk assessment programme.
- b) Press and Media policy – the clerk produced a version of a policy and the Cllr Mrs Jeffreys suggested a piece be added about Councillors and the use of social media. It was **RESOLVED** that this be recommended to Full Council for approval at the August meeting.

12. Items for Information –

It was noted that the Code of Conduct was listed for review in August. This document is written in conjunction with TWBC and therefore no review is necessary.

The clerk was asked to ensure that the annual inspection of the playground is diarised.

The ISS was to be added to the fixed asset register.

The meeting closed at 10.50am

Chairman