

# Speldhurst Parish Council

*Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge*

## Minutes of a Governance Committee Meeting held in the Committee Room, Speldhurst Village Hall on Tuesday 16<sup>th</sup> February at 10.30am

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**MEMBERS PRESENT:** Cllrs Mrs Jeffreys, Mrs Soyke and Parker

**OFFICER PRESENT:** Chris May - Clerk

1. **Declarations of Personal and Prejudicial Interest:** None received
2. **Declarations of Lobbying:** None received
3. **Apologies for Absence:** Cllr Pendleton
4. The Minutes of the Meeting held on **20<sup>th</sup> January 2010**, having previously been forwarded to Members, were approved and signed.
5. **Areas for Review - Review of Internal Audit**
  - a. Check on Financial Records - On the morning of the meeting the Clerk was requested to bring the Council's records containing Bank statements for the current account and HID account, the file containing all invoices paid, the file containing Audits, Annual Returns, VAT, Assets and the Precept. He was also asked to bring in the Minute Book. Councillors examined all the files and found them to be in order.
  - b. Internal Auditor's Report - The Committee thought that the report could have included more recommendations and suggestions for improvement. It would prefer more detail from the Auditor and comments on whether the Council was correct in its procedures and asked the Clerk to discuss this with him at their next meeting along with the Terms of Reference. It would also like to see a schedule of future meetings.
6. **Areas for Review – Risk Management**
  - a. Insurable Risk – The Council's insurance is up for renewal at the end of March and the current policy was reviewed. There were a number of questions regarding the policy and some additions to be made.  
**Action - The Clerk was asked to find out if there was an accurate population count for the Parish so that the policy could be updated.**  
**Action – The Clerk was also asked to find out if Councillors were covered when on Council business.**  
**Action – The Clerk was asked to add the lights at Groombridge on to the policy.**  
**Action – The Clerk was asked to obtain a quote for insurance from a different company.**
  - b. Working with others – Arrangements with contractors. It was decided that any new company working on behalf of the Council would be asked for details and copies of their public liability insurance. Companies that we deal with on a regular basis would be asked to show details in due course.  
**Action – The Clerk was to ask the Insurance Company if it required a list of companies that did work on our behalf and whether it needed a copy of their public liability insurance.**

- c. Self-management – The Council's standing orders were briefly reviewed but it was decided that they would be circulated and amended at the next meeting for presentation to Full Council.

**Action – Clerk to circulate Standing Orders to Governance Committee**

The Assistant Clerk's proposed pay details were reviewed and were considered correct.

**7. Areas for Review – Other Areas**

- a. It was decided that a review would be made of Health and Safety in the future.

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

The meeting closed at 12.30pm.

Chairman