



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 30th April 2014 at 7.30pm**

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

OFFICER PRESENT: Chris May – Clerk

1. **To accept and approve apologies and reasons for absence:** There were none
2. **Disclosure of Pecuniary or Other Significant Interests:** Chris May 9a)
3. **Declarations of Lobbying:** None received
4. It was **RESOLVED** that the Minutes of the meeting held on **26th March 2014** be approved as a correct record and signed by the Chairman
5. **Public Open Session:** There were no members of the public present
6. **Matters arising from the minutes:** It was noted that no guidelines regarding signs and advertising on Council land had been put in the village magazines. **Clerk to action.**
7. **Review of Internal Audit:**
 - a) Checks on Financial Records – All checks were up to-date and a new rota was circulated which included Cllr Owen.
 - b) Internal Auditor – A meeting was scheduled for May 1st to review the final audit before the May Full Council meeting.
 - c) Review of annual audit (Littlejohn LLP) – The financial year-end audit was finished and will be presented to Full Council at the May meeting for approval.
8. **Risk Management – insurable risk:**
 - a) Policy check – the policy is up to date and valid until July 2016.
 - b) The photographic check – the new barriers in Barden Road will be added to the records. Photographs of the land to be acquired from TWBC will be added in due course.
9. **Risk Management – working with others**
 - a) Staff members – The clerk submitted a report to the committee on why he considered both clerks' salary structures should be reviewed. He answered questions from the committee and then left the room. The committee discussed the report and after much discussion agreed that a salary adjustment should be made next year within their present scales but move to points above substantive range. The Clerk returned to the room and was requested to prepare up-to-date figures to include last year's 1% rise which would then be put to the Finance Committee for

discussion of the implications in next year's budget. The Clerks were invited to respond to the proposals before this was discussed at the Finance Committee.

- b) Security – a list of key holders has been started but is as yet incomplete. **Clerk to action.**

10. Risk Management – self-management

- a) Standing Orders – the policy is still under review and will be ready for the September annual review date when NALC proposals will be proposed for adoption.
- b) Investment policy – the Clerk reported that he was working on the policy and sought assistance from the committee on how stringent the guidance in the policy should be. It was agreed that the policy should act as a guideline only.
- c) Financial Control – the Clerk had presented an amended document which was agreed with a minor amendment and would be presented to Full Council at the May meeting for adoption.
- d) Health and safety – work in progress

11. Items for Information – The Clerk said that the Terms of Reference for the Finance and Highways Committees and the Financial Regulations were due for review in June but due to time constraints would be presented for adoption in July.

He said that the Grant Awarding Guidelines adopted in February included a sentence that stated that there is no official application form. The new template meant that this was no longer needed and it was agreed to recommend its deletion to Full Council at the May meeting.

The clerk said that this was Cllr Pendleton's last meeting as Chairman and the committee's thanks were recorded.

The meeting closed at 8.37pm

Chairman