



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 26th March 2014 at 7.30pm

MEMBERS PRESENT: Cllr Pendleton (Chairman) Cllrs Mrs Jeffreys, Milner, Owen 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 **20th January 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 had been put in the April editions of the village magazines but as it was not especially time sensitive the clerk was requested to ensure that it was done at the earliest convenience (refer minutes 20th Jan 10e). **Clerk to action.**
7. **Review of Internal Audit:**
 - a) Checks on Financial Records – All checks were up to-date and a new list would be circulated including Cllr Owen who would make his an evening check prior to a meeting. **Clerk to action.**
 - b) Internal Auditor – A meeting was scheduled for May 1st to review the final audit before the May Full Council meeting. A further Governance meeting would have to be held prior to that so a recommendation to Full Council can be made. **Clerk to organise.**
 - c) Review of annual audit (Littlejohn LLP) – The forms for year-end had been received and would be completed as soon after 31st March as possible. **Clerk to action.**
8. **Risk Management – insurable risk:**
 - a) Policy check – the Lorega policy has been extended until the end of July which will extend the full three year contract until July 2016.
 - b) The photographic check – the new barriers in Barden Road will be added to the records although it is unsure whose responsibility they are if damaged (SPC or KCC). **Clerk to investigate.** Photographs of the land to be acquired from TWBC will be added in due course.
9. **Risk Management – working with others**
 - a) Staff members – review of salary structures for both clerks who have reached the maximum limit of the present salary structure. All members were given copies of the NALC agreement 2004 and

the revised pay scales 2009 and were asked to review them and to see if the clerks' salary structure was correct. The clerk was asked to submit a proposal of what he considered was appropriate with the reasons why and to include a copy of job descriptions. **Clerk to action.**

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

10. Risk Management – self-management

- a) Grants policy – a new template for an application form to accompany the guidelines was proposed and with several amendments will be submitted for approval at The April Full Council meeting.
- b) Co-option policy – a proposal was submitted and with a number of amendments will be submitted for approval at The April Full Council meeting.
- c) Standing Orders – the policy is still under review and will be ready for the June annual review date when NALC proposals will be adopted.
- d) Investment policy – work in progress
- e) Governance and Internal Audit – they were reviewed and will be submitted for approval at The April Full Council meeting.
- f) Complaints policy – they were reviewed and will be submitted for approval at The April Full Council meeting.
- g) Winter weather – they were reviewed and will be submitted for approval at The April Full Council meeting.
- h) Financial Control – the policy required additional work and will be reviewed at the next meeting
- i) Health and safety – work in progress

11. Items for Information – it was noted that Withyham Parish Council had increased the precept by 79% this year and this may be challenged by members of the community.

The meeting closed at 8.44pm

Chairman