



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 6th May 2015 at 7.30pm

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

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:** Cllr Pendleton (family engagement)
3. **Disclosure of Pecuniary or Other Significant Interests:** There were none
4. **Declarations of Lobbying:** There were none
5. It was **RESOLVED** that the Minutes of the meeting held on **23rd March 2015** 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
8. **Review of Internal Audit:**
 - a) Checks on Financial Records – all checks were up-to-date.
 - b) Internal Auditor – the Internal Auditor (Ms Alison Hillman) visited on 29th April and made the necessary audit of the books, which were to her satisfaction, and enabled her to sign the annual return form. **It was unanimously decided to recommend to Full Council that her services be retained.**
 - c) Annual Audit (Littlejohn LLP) – the Internal Auditor’s report was circulated and there were several points raised
 - i. Income – the decision not to charge the Langton Green Sports Club annual field rental during the tenure of the lease to offset the pavilion build has not been properly minuted.
 - ii. She has suggested that the Council may want to use an independent payroll agency.
 - iii. An Annual Review of Effectiveness of Internal Control is required as per the “Practitioner’s Guide to Governance and Accountability for Local Councils 2014”. **This review has been completed by the committee and it is recommended that this is signed at the Full Council meeting in May.**

It was RESOLVED to recommend that the Annual Return for the financial year ended 31 March 2015 be signed off at the Full Council meeting on May 18th.

9. Risk Management – insurable risk:

- a) Policy check – The insurance policy was up to date
- b) Photographic record of assets – Cllr Mrs Jeffreys suggested that a photograph of the sign warning that “No Coaches, Buses or HGVs beyond this point” be retained in case of future surface problems.

10. Risk Management – working with others

- a) Staff members – a letter from The Pensions Regulator has been received stating that as an employer Speldhurst Parish Council has an automatic legal duty to enrol its employees into a workplace pension scheme from 1st November 2016. At this stage the only action required was to nominate a contact; it was agreed to notify them that the clerk will be the point of contact.
- b) Contractors – the clerk reported that the Groundsman appeared to be working more than his allotted hours.
- c) Security –
 - 1. Fireproof cabinet – this was still to be ordered.
 - 2. Key list – members were given a copy of the current list which would need updating in June
 - 3. Data back-up – this was still to be investigated

11. Risk Management – self-management

- a) Office passwords – the Chairman, Cllr Mrs Jeffreys, handed back the envelope with passwords which was passed to the Vice-Chairman, Cllr Milner. This would be passed to the new Chairman in due course.
- b) Health and safety – nothing to report at this stage

12. Items for information: There were none

The meeting closed at 8.25pm

Chairman