



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 23rd March 2016 at 10.30am

MEMBERS PRESENT: Cllrs Parker (Chairman), Mrs Jeffreys, Barrington-Johnson and Milner

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 Mrs Soyke (prior engagement)
3. **Disclosure of Interests:** The Clerk 10a)
4. **Declarations of Lobbying:** There were none
5. It was **RESOLVED** that the Minutes of the Governance Committee meeting held on **6th January 2016** 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) Check on financial records – monthly checks were up to-date
 - b) Internal auditor (IA) – the next meeting with the IA was diarised for Wednesday 27th April so she can review and sign the Annual Audit forms ahead of the May Full Council meeting.
 - c) Annual Audit (Littlejohn LLP) – the forms have been received and the Clerk confirmed that SPC was not part of the random selection for the intermediate level and the income/expenditure was not over £200k.
9. **Risk Management – insurable risk**
 - a) Policy check – this was up to-date
 - b) Review of Fixed Asset Register – this was up to-date
 - c) Photographic record of assets - this was up to-date
10. **Risk Management – working with others**
 - a) Staff members
The Clerk updated the Committee on the automatic enrolment of employees into a pension scheme – the mandate had not been sent off because of the closure of the bank account with

HSBC. Now that the account had been re-instated it would be sent. He would provide an update for the next meeting.

- b) Contractors – nothing to report
- c) Security – Cllr Mrs Jeffreys had passed on a contact to the Clerk who will install a device to automatically back up data. The Clerk will contact him and ask for installation when the new computers have been installed.

11. Risk Management – self-management

Documents, Records and Correspondence Policy –It was **RESOLVED** to recommend the new policy to Full Council.

The following policies were reviewed and recommended to Full Council

- a) Complaints Policy – No changes were suggested.
- b) Grants Policy – No changes were suggested.
- c) Grants Template– The template was changed.
- d) Financial Control – Changes were made.
- e) Co-option Policy- Minor changes were suggested.
- f) Internal Audit Review Checklist Parts 1& 2 - No changes were suggested

The following Terms of Reference were reviewed and recommended to Full Council:

- g) Governance Committee Terms of Reference – minor amendments
- h) Internal Audit Terms of Reference – No change

Health & Safety

- i) It was agreed to ask Cllr Mercieca to attend the next meeting and clarify some of his recommendations

12. Items for information – the next meeting will take place on Wednesday 4th May at 2pm

The meeting closed at 11.20am

Chairman