



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 1st May 2019 at 10.30am

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

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:** There were none
3. **Disclosure of Interests:** The Clerk regarding his contract
4. **Declarations of Lobbying:** There were none
5. It was **RESOLVED** that the Minutes of the Governance Committee meeting held on **20th March 2019** 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:** Councillor Mrs Jeffreys had asked about the website accessibility statement and privacy policy. The Clerk said that Hugo Fox provided one and it was at the bottom-left of the home page. Should we require additional information we can have it changed.
8. **Review of Internal Audit**
 - a) Check on financial records: The Chairman said that he has sent a rota to the four members of the committee to complete their checks which will be reviewed after the elections in May when a new member will be recruited to join. Checks had been made in the first three months with the IA making the check in April.
 - b) Internal auditor (IA): Mr Buckett visited on 25th April. He will send a report in due course and signed the AGAR. There were no issues.
 - c) Annual Audit (Littlejohn LLP): The AGAR figures were agreed and is due to be signed off at the May Annual Statutory meeting and information will then be sent to the auditor.
9. **Risk Management – insurable risk**
 - a) Policy check: An issue has recently arisen regarding use of the Recreation Ground by trainers who charge for their services. The Governance Committee discussed the issue and recommended that there is a lot of monitoring work involved for very little income and advised

against charging at this stage but to ensure that they knew they were using the grounds “at their own risk”.

- b) Fixed Asset Register: Nothing to add
- c) Photographic record of assets – pavilion contents; new SID and gateways to be added in due course

10. Risk Management – working with others

- a) Staff members
 - A letter addressed to the Clerk confirming his reduction in hours (from 30 to 25pw) was agreed.
 - Security: There were no current issues.

11. Risk Management – self-management

- a) The Standing Orders were reviewed, and it was agreed to recommend no change
- b) The Documents, Records and Correspondence policy was reviewed, and it was agreed to recommend no change
- c) Tablets: Councillors were in the transition stage of using tablets and it was understood that there are some problems, however they were in favour of the move to tablets. Councillors were asked to submit a list of issues to the Clerk and he would ask the IT Consultant to respond. The Clerk said from the office view there was concern that Councillors were not looking regularly enough at their emails.

12. Items for information: The Chairman thanked Cllr Mrs Jeffreys for contribution to this committee over the years

The meeting closed at 11.07am

Chairman