



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 Monday 29<sup>th</sup> January 2018 at 1.30pm**

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

**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:** Apologies received from Cllr Mrs Jeffreys (holiday).
3. **Disclosure of Interests:** There were none
4. **Declarations of Lobbying:** There were none
5. It was **RESOLVED** that the Minutes of the Governance Committee meeting held on **30<sup>th</sup> October 2017** 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:** Two items were outstanding –
  - Cllr Mrs Lyle made a check in October and had asked about Title Deeds; safe contents; CCTV contract
  - Cllr Mrs Jeffreys had raising issues on differences in the insurance vs our asset register  
The Clerk will report at the next meeting
8. **Review of Internal Audit**
  - a) Check on financial records – these were up-to-date
  - b) Internal auditor – Mr Buckett’s next audit is booked for 26<sup>th</sup> April. Councillors found his interim audit findings useful and thorough.
  - c) Annual Audit (Littlejohn LLP) – forms to be received prior to 31<sup>st</sup> March
9. **Risk Management – insurable risk**
  - a) Policy check – as mentioned in minute no. 7 The insurance policy does not mirror our asset register. This is to be investigated by the Clerk who will contact our insurance company.
  - b) Fixed Asset Register – is up-to-date
  - c) Photographic record of assets – pavilion contents; new SID and gateways to be added

**10. Risk Management – working with others**

- a) Staff members – the annual appraisals of the Assistant Clerk and Groundsman had been completed and signed copies were shown to Councillors. Both were satisfactory. The appraisal of the Clerk will be completed in January. The Clerk informed Councillors that although an assistant was in place he emphasised that it was not complete cover for him yet.
- b) Staff members – the clerks would consider appropriate course(s) and make recommendations.
- c) Security – the clerk informed Councillors that he was now able to work from home using the Council's dedicated laptop, Dropbox and Microsoft 365. GDPR has raised questions over security and these are being investigated as part of the complete review.

**11. Risk Management – self-management**

- a) GDPR – four of the five councillors on the Governance Committee, along with both clerks had attended KALC's recent courses on the subject. It was agreed that initial work would concentrate on emails, data (all councillors and ex-councillors would be contacted regarding data held on computers) and physical documents

There were many issues to be addressed in the next four months including:

- Data Protection Officer - Satswana (the company that presented the KALC course) charged £150pa per single user and £500 for multi users
- Policy reviews
- New GDPR Policy including CCTV

It was agreed that some good practices were already in place: CCTV in an additional locked room; Fire-proof safe holding sensitive data (electoral register)

- b) The recommendations on Health and safety put forward by Cllr Mercieca were discussed and with implementations in due course. Cllr Mrs Lyle would be discussing H&S issues in the pavilion with Cllr Mercieca.

**12. Items for information – there were none**

The meeting closed at 2.10pm

Chairman