



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 20<sup>th</sup> March 2019 at 10.30am**

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**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 had an interest in agenda item 10a)
4. **Declarations of Lobbying:** There were none
5. It was **RESOLVED** that the Minutes of the Governance Committee meeting held on **7<sup>th</sup> January 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 asked about the website accessibility statement and privacy policy. The Clerk said that Hugo Fox provided these and he would find the link and forward it to the committee.
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 January and February.
  - b) Internal auditor (IA): Mr Buckett is to complete his part of the Annual Return (AR) on 25<sup>th</sup> April. The Clerk will advise him that the Café is billed monthly.
  - c) Annual Audit (Littlejohn LLP): The Clerk is expecting the AR to be delivered at the end of March.
9. **Risk Management – insurable risk**
  - a) Policy check: It was agreed not to register the Administrative Assistant as a member of “key personnel” on the insurance policy.
  - b) Fixed Asset Register: The new tablets were discussed but individually they come under the £250 excess so would not be registered.
  - 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
  - The Administrative Assistant’s contract had been circulated. The Clerk suggested a change to the annual increments for the first year and this was accepted. He also questioned the length of notice period after the probation period and it was agreed this would be four weeks. The contract was agreed and signed by the Chairman.
  - The Clerk had circulated a letter confirming the changes in the Assistant Clerk’s contract, per the Governance Committee minutes dated 7<sup>th</sup> January 2019. The letter was agreed and signed by the Chairman.
  - The Clerk had circulated a letter confirming the changes to the Groundsman’s salary, per the Finance Committee minutes dated 10<sup>th</sup> December 2018. The letter was agreed and signed by the Chairman.
  - The NALC 2019-20 national salary awards were noted and are awarded from 1<sup>st</sup> April 2019.
- b) Security: The new email addresses and tablets are to be set up for all councillors following a satisfactory test period.

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

- a) To review the following Policies and recommend any changes to Full Council
  - I. Complaints Policy – no change
  - II. Grants Policy – no change
  - III. Grants Template – no change
  - IV. Financial Control – minor changes (adding Admin Asst and change in hours)
  - V. Co-option Policy – no change
  - VI. Internal Audit Review Checklist Parts 1&2 – minor changes to dates
  - VII. Code of Conduct for Employees – minor change updating GDPR
  - VIII. Freedom of Information – no change
  - IX. Signs on Council Land – no change
  - X. Lone worker – no change
  - XI. Budget Virement policy – minor change to budget date
  - XII. Investment Policy – minor change updating account summary
- b) To review the following Terms of Reference and recommend any changes to Full Council
  - XIII. Governance Committee – no change
  - XIV. Internal Audit – no change
- c) To review the following Standing Orders
  - XV. Financial Regulations – no change. Section 2.2 states that a non-signatory Councillor should check the reconciliation of bank accounts. The clerk advised that this was not being done because the statements were not available to check at the time when the Councillor checks the payments. It was agreed that the Councillor should check the previous months statements and initial as seen.
- d) To consider the progress of the use of tablets – see 10b)

**12. Items for information:** The next meeting will be held on Wednesday 1<sup>st</sup> May at 10.30am

The meeting closed at 11.30am