



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 15th October 2012 at 10am

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

OFFICER PRESENT: Chris May – Clerk

1. **To accept and approve apologies and reasons for absence:** There were none
2. **Disclosure of Pecuniary or Other Significant Interests:** There were none
3. **Declarations of Lobbying:** None received
4. The Minutes of the Meeting held on **17th July 2012**, having previously been forwarded to Members, were approved and signed.
5. **Public Open Session:** There were no members of the public present
6. **Matters arising from the minutes:** The matter of acquiring a first aid box was dependant on the Clerks attending a first aid course. The Assistant Clerk was due to attend a course in December. The Assistant Clerk's name had not yet been added to the alarm company's register.
7. **Review of Internal Audit:**
 - a) Check on Financial Records –Cllr Parker had made a check on records in October and had circulated a report to Cllrs.
 - b) Internal Auditor – There was nothing to report. ***The Clerk would arrange a meeting with the Internal Auditor in November.***
 - c) Review of annual audit (Audit Commission) – The audit had been received back from the Commission with approval and no comments. The notices had been posted for the stipulated period. No enquiries had been received.
8. **Risk Management – insurable risk:**
 - a) Policy check – the insurance policy is up to date.
 - b) The photographic check has been updated. The new notice board would need to be added in due course.
 - c) Policy for snow conditions – Cllr Mrs Jeffreys had prepared a draft policy for discussion. The main points were

- Notices would be put in all village magazines in December warning of the dangers of ice and snow and what the Parish Council will do to grit the car park at the LGRG and footpath at pocket park, Roopers.
- Notices will be placed at the entrances to the LGRG and the pocket park warning of the possibility of ice/snow creating slippery conditions ahead of bad weather.
- Clerk will liaise with the Groundsman to arrange for all footways in LGRG and pocket park to be treated prior to severe weather.

9. Risk Management – working with others

- a) Staff members – staff contracts
 1. Review of Groundsman's duties and contract – the Clerk produced a paper suggesting improvements to the Groundsman's hours and pay to reflect the work that he was able to do for the Council including playground inspections. It proposed an increase in the number of hours from 3 hours per week to 25 per month with an increase to £10 per hour and recommended that Cllrs consider employing him as opposed to the present sub-contract basis. After discussion it was **AGREED** that the new hours and salary be recommended to Full Council but the change in employment status was not considered appropriate at this time. Cllr Mrs Jeffreys would write a new job description/list of duties which would be circulated for approval which would then be recommended to Full Council at the November meeting for ratification.
 2. Review of Clerk's job description – duties had changed since the opening of the office. No changes had been prepared in advance of the meeting therefore it was agreed that a revised paper would be circulated by email and presented to Full Council in due course.
 3. Review of Assistant Clerk's job description – this would be reviewed in the same way as the Clerk's (see above)
- b) Security – the key holders for the office are the Clerk; Assistant Clerk; Chairman; Vice-Chairman; LGCT and one spare held in the office.

10. Risk Management – self-management

- a) Health and Safety – The Clerk would make further investigations of a risk assessment programme.
- b) Press and Media policy – it will be completed in due course.

11. Items for Information – the Clerk said that the Terms of Reference of the Governance Committee needed to be amended to reflect its responsibility for conducting the Clerk's annual appraisal. An amended version would be circulated and presented to the November meeting of the Full Council.

The meeting closed at 11.25am

Chairman