



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 7th January 2019 at 10am

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:** There were none
4. **Declarations of Lobbying:** There were none
5. It was **RESOLVED** that the Minutes of the Governance Committee meeting held on **14th November 2018** 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:** All issues were covered by the agenda
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. It will be reviewed after the elections in May when a new member will be recruited to join.
 - b) Internal auditor (IA): Mr Buckett came to the office on Thursday 8th November and completed his audit. His draft report has been circulated and his queries answered by the Clerk. There was one error noted by Cllr Mrs Lyle who noted that he said the Café was billed weekly. This was incorrect, and the Clerk will notify him.
 - c) Annual Audit (Littlejohn LLP): There was nothing to report. The Clerk is expecting the annual report at the end of March
9. **Risk Management – insurable risk**
 - a) Policy check: The IA noted that only the Clerk was insured under “key personnel”. To add the two other members of staff there was a pro rata cost of £23.20 (which equates to an additional annual cost of £40.32). It was agreed that they should be added, and the expense was authorised by the Chairman and Vice-Chairman under their delegated authority.

- b) Fixed Asset Register: The register has been updated to increase the amount for insurance purposes as follows; containers from £6,000 to £10,000; gateways from £6,000 to £8,000; the photocopier and laptop were included under office equipment. The Clerk will contact the insurers for a quote to add the new valuations.
- 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 committee focused on the Assistant Clerk’s contract following a successful appraisal and the Finance Committee approval of a pay rise from her present spinal column point (SCP) to the new NALC 2019 level of £12.15ph. It was agreed to recommend to Full Council that her contract be amended: Under section 5 Salary that clauses 5a) and c) be deleted and the following inserted;
“Your pay will be £12.15 per hour for a 15-hour working week. Your pay will be reviewed annually by the Council and may be increased at its discretion. In carrying out its review, the Council will, among other things, take into account increases in comparable rates of pay locally, the increase in NJC rates and your performance”.

Section 5d) amended as follows:

“In addition, for success in obtaining each of the following relevant qualifications (as previously listed) we will increase your salary appropriately with effect from the date of qualification”.

The Clerk was asked to explain to Mrs Harman that the pay award would be backdated to November but because it included the 2019 recommended pay levels no cost of living increase would be applied in April. He was also asked to explain that the deviation away from NJC recommended SCPs will make future awards more flexible. He will draft a letter amending the contract to be sent to Mrs Harman which she will need to sign.

- The Clerk had circulated a draft advertisement for an Administrative Assistant and with minor amendments it was agreed to recommend this to Full Council. If agreed, it will be advertised from 8th January with an end date of 25th January (14 working days). Initial interviews will be carried out by the Clerk and Assistant Clerk with a final decision made by the Governance Committee members.
- b) Security: Following the decision by the Finance Committee, four tablets had been ordered. The following was agreed:
 - Email addresses would all be of a similar design e.g. lynn.jeffreys@speldhurstparishcouncil.gov.uk
 - The website will only have the email address of councillors and ask that all communication goes through the office.
 - Langton Life: the Clerk will delete telephone numbers

11. Risk Management – self-management

- a) GDPR - The committee agreed that an accessibility statement was needed for the new website and a privacy policy. Clerk to act.

12. Items for information: Cllr Mrs Lyle agreed to discuss the tax return for SPC Pavilion Ltd with the Clerk on the coming Wednesday at 10.30am

The meeting closed at 10.45am

Chairman