



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 14th August at 9am

MEMBERS PRESENT: Cllrs Mrs Jeffreys, Barrington-Johnson, Milner 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:** Cllr Mrs Lyle (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 **31st May 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:** There were none
8. **Review of Internal Audit**
 - a) A check on financial records – there has been a lapse in June and July. Checks will resume in August using the Councillors listed on the schedule which the Clerk was requested to re-issue to members on a monthly basis.
 - a) Internal auditor (IA) – the IA is next attending the office on 9th November.
 - b) Annual Audit (Littlejohn LLP) – The forms were submitted on time and the result of the audit is awaited.
9. **Risk Management – insurable risk**
 - a) Policy check – The policy is updated to include an increase in the amount of the fidelity guarantee to £250,000. The cost of the gateways to be added.
 - b) Fixed Asset Register – is to be updated to include pavilion contents of £15,000 and gateways
 - c) Photographic record of assets – is reasonably accurate and up-to-date. Pavilion contents to be added in due course, new SID and gateways.

10. Risk Management – working with others

- a) Staff members – The Clerk discussed the hours he was working and asked for more flexibility which would include a day off a week. He would like to start immediately and he will monitor how his hours are spent; whether this means longer working days which will hopefully be spread between office and home or reduced hours. The Committee was sympathetic and asked to be kept informed.
- b) The Clerk said that he felt that both he and the Assistant Clerk needed to upgrade their IT skills. This was agreed and he was asked to source and cost some courses.
- b) Security –The Clerk said that the move to Microsoft 365 should increase the security of files and emails as they would be saved by cloud back up.

11. Risk Management – self-management

- a) The Clerk suggested that a new CCTV Policy was required and had submitted a draft for consideration. It was agreed that the location of the cameras should be added and it would be submitted to Full Council in October for approval.
- b) The recommendations on Health and safety put forward by Cllr Mercieca were discussed and be implemented in due course.

12. Items for information – the Clerk said that the Pensions Regulator requires that annual benefit statements are issued to all employees. He was advised to contact NEST.

The meeting closed at 9.40am

Chairman