



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 30th October 2017 at 10.30am

MEMBERS PRESENT: Cllrs Milner (Chairman), Mrs Jeffreys, 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:** 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 August 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 – the monthly checks were up-to-date with Cllr Mrs Lyle completing Octobers before the meeting. This was her first check and asked questions outside the norm e.g. were there a list of Title Deeds? Was there a list of what was in the safe? The CCTV contract had some missing information. These would be looked in to in due course.
 - a) Internal auditor (IA) – the IA is next attending the office on 9th November and he will be asked to send a copy of his report direct to the Finance Chairman as well as the Clerk.
 - b) Annual Audit (Littlejohn LLP) – It was noted that a clean report had been returned and had been posted for the required time.
9. **Risk Management – insurable risk**
 - a) Policy check – The Clerk confirmed that the gateways were included in the policy. Cllr Mrs Jeffreys, as part of her monthly check in August, had tried to reconcile the Insurance policy with the Fixed Asset Register and was unable to do so. The Clerk was asked to contact Came & Co to seek clarification.
 - b) Fixed Asset Register – is up-to-date

- 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 advised that he has been working a 4 day week starting in September but was managing to maintain the same hours.
- b) The Assistant Clerk's salary was reviewed after one year. It was **RESOLVED** to recommend a pay increase to LC1 20 to Full Council which is the equivalent to £10ph.
- c) The Clerk said that he felt that both he and the Assistant Clerk needed to upgrade their IT skills. This was still to be organised.
- d) Security –The Clerk said that the move to Microsoft 365 Business Premium was due to be implemented in November.

11. Risk Management – self-management

- a) GDPR – new regulations are due to come in to effect on 25th May 2018. There was a discussion on who would be Data Protection Officer and it was suggested that this could be an external post. The Clerk was asked to contact local parishes in the TWBC Borough to see if one officer could be appointed for all.
- b) Review of Standing Orders
- There were minor changes to the Full Council Standing Orders
 - The Financial Regulations were changed to incorporate the EU procurement levels. There was a discussion regarding the Pavilion and the Clerk was asked to ask advise from the IA regarding book-keeping. These would be updated once the new bank account was working.
- c) Policies
- Winter weather – no change
 - Media – this would be updated when the Council started using FaceBook
 - Investment – there were minor changes
- d) The recommendations on Health and safety put forward by Cllr Mercieca were discussed and be implemented in due course.

12. Items for information – there were none

The meeting closed at 11.40am

Chairman