



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 21st August 2013 at 10.00am

MEMBERS PRESENT: Cllr Pendleton (Chairman) Cllrs Mrs Jeffreys, Hemming, 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. It was **RESOLVED** that the Minutes of the meeting held on **3rd July 2013** were approved as a correct record and signed by the Chairman.
5. **Public Open Session:** There were no members of the public present
6. **Matters arising from the minutes:** There were none
7. **Review of Internal Audit:**
 - a) Check on Financial Records – Cllr Hemming made the checks for August and Cllr Pendleton in July. The records were found to be in order with only minor suggestions.
 - b) Internal Auditor – Ms Alison Hillman has been appointed as the new Internal Auditor and the first appointment is on Thursday 14th November at 2pm.
 - c) Review of annual audit (Littlejohn LLP) – The return has been sent to the external auditor and has not been returned as yet.
8. **Risk Management – insurable risk:**
 - a) Policy check – the ISS has been added to the policy.
 - b) The photographic check has been updated. The ISS has been added on the new pole.
9. **Risk Management – working with others**
 - a) Staff members – there was nothing to report
 - b) Security – the container has been made secure.
 - c) Councillors on a charitable trust – Cllr Mrs Jeffreys had prepared a draft letter to the Trusts which was discussed by the committee. Some amendments were suggested and a new version will be circulated for approval before sending to the Chairmen of the Trusts.

10. Risk Management – self-management

- a) Full Council Standing Orders – it was agreed to amend the quorum of committee meetings from three to a minimum of three. It was also agreed to recommend to Full Council that the Trustees Terms of Reference be deleted.
- b) Virement Policy – minor changes would be recommended to Full Council
- c) Health and safety – on going. **Clerk to report.**
- d) Media policy – the changes recommended by Cllr Owen were agreed.

11. Items for Information –

There were no items for information.

The meeting closed at 10.32am

Chairman