



Established 1894

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**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE
HELD AT THE KING SUITE, ANGMERING VILLAGE HALL ON WEDNESDAY 7 AUGUST 2024**

- Committee:** Nikki Hamilton-Street, Alison Reigate, John Oldfield, David Marsh and Sylvia Verrinder.
For the meeting to take place 3 committee members need to be present, this is known as quorum and is a legal requirement.
- Present:** Councillors Nikki Hamilton-Street, John Oldfield, Alison Reigate and Sylvia Verrinder
- In attendance:** Katie Herr – Parish Clerk
- Acronym:** Angmering Parish Office: APC. Arun District Council: ADC. Angmering Community Land Trust: ACLT.

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	24/001	ELECTION OF THE CHAIRMAN Cllr. Nikki Hamilton-Street nominated Cllr. David Marsh as Chair, Cllr. Alison Reigate seconded the nomination and all agreed.	
2	24/002	ELECTION OF THE VICE CHAIRMAN Cllr. Alison Reigate nominated Cllr. John Oldfield as Vice Chair, Cllr. Verrinder seconded the nomination and all agreed.	
3	24/003	APOLOGIES FOR ABSENCE Apologies were received and accepted from Cllr. Marsh As such Cllr. John Oldfield, in capacity as Vice Chair, chaired the meeting.	
4	24/004	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
5	24/005	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 1 May 2024 were agreed and will subsequently signed by the Vice Chair.	
6	24/006	PUBLIC CONSULTATION No members of the public were present, no questions sent in.	

- 7 **24/007 CLERKS REPORT & ACTION LIST**
No questions were asked.
- 8 **24/008 HEALTH AND SAFETY**
The Clerk advised that the lock up and office walk arounds were due for the following day and Cllr. Alan Evans was carrying out the checks, with Roy and Tracy Lees.
The fire extinguishers had their annual check and all passed for another year. The extinguishers are positioned in the office and at the lock up.
- 9 **24/009 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER**
Both registers were discussed and the below are to be amended.
- General Risk Register**
The Clerk talked through the register and the highlighted sections that had been updated – New Office Buildings.
- Financial Risk Register**
No changes were made.
- Action:** Take to Full Council on 12 August 2024
- 10 **24/010 MONTHLY DUTIES**
The last 3 months duties and the next 3 months duties were all talked through by the Clerk. No questions were asked.
- 11 **24/011 INVESTMENT UPDATE**
A brief update was given and confirmation that the investments were doing well.
Confirmation that the Clerk will investigate the accounts where the interest % could be higher and report back.
- 12 **24/012 FREEDOM OF INFORMATION POLICY 2024**
The policy was talked through and the Clerk advised that no changes had been made. A couple of typing errors were picked up on and these will be amended.
Action: This policy will be brought to Full Council for adoption in August 2024 **KH**
- 13 **24/013 IT POLICY 2024**
The policy was talked through and a few formatting errors were picked up on. These will be amended.
Action: This policy will be brought to Full Council for adoption in August 2024 **KH**
- 14 **24/014 DOCUMENT RETENTION PLAN 2024**
The policy was talked through and a few formatting errors were picked up on. These will be amended.
Action: This policy will be brought to Full Council for adoption in August 2024. **KH**

- 15 **24/015 COMMUNITY ENGAGEMENT POLICY 2024**
The policy was talked through and a few formatting errors were picked up on. These will be amended.
Action: This policy will be brought to Full Council for adoption in August 2024 **KH**
- 16 **24/016 INVESTMENT POLICY 2024**
The Clerk talked through the policy and highlighted the amended parts of the policy. All agreed the investment policy was working well.
Action: This policy will be brought to Full Council for adoption in August 2024. **KH**

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 6 November at 2pm.**

The meeting concluded at 12:30pm

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Chair

Date.....

Handwritten signature and date: 27/11/24