



Established 1894

Angmering Parish Council
The Corner House
The Square
Angmering
West Sussex, BN16 4EA

Telephone/Answerphone 01903 772124

E-mail: admin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE
HELD AT THE KING SUITE, ANGMERING VILLAGE HALL ON WEDNESDAY 14 FEBRUARY 2024**

- Committee:** Nikki Hamilton-Street, Alison Reigate, John Oldfield, Renée Hobson (Chair) 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 Renée Hobson, Nikki Hamilton-Street, 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	23/032	APOLOGIES FOR ABSENCE Apologies were received and accepted from Cllr. Oldfield.	
2	23/033	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	23/034	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 1 November 2023 were agreed and will subsequently signed by the Chair.	
4	23/035	PUBLIC CONSULTATION No members of the public were present, no questions sent in.	
5	23/036	CLERKS REPORT & ACTION LIST The Clerk talked through the action list and then asked if there were any questions.	

A discussion took place on the councillor vacancy for South Angmering. It was decided that the office would create a leaflet advising of the vacancy and councillors would deliver this leaflet to houses within South Angmering to see if we get any volunteers. Some suggestions were given on information to be included, including the correspondence which has lead to

a bus shelter being put in opposite Haskins and roads to deliver to include the Angmering side of Old Worthing Road, Arlington Crescent and roads off.

Action - To create a leaflet advising of the current councillor vacancy for South Angmering

KH

Work continues with regards to Mayflower Way – Cllr Hamilton-Street and the Clerk will keep the committee updated.

6 23/037 HEALTH AND SAFETY

The Clerk talked through the general checks and confirmed that the boiler test was due in March and the gas meter and electric meter were replaced with smart meters. Bill will be completing the walk arounds in the office and at the lock up.

7 23/038 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER

Both registers were discussed and the below are to be amended.

General Risk Register

The current state of the electrics at the pavilion on Decoy Drive is of serious concern to the council and it is the council's wish to enable football to be played in Angmering for as long as possible before the work on the Sports Hub starts. The register will be added to with this concern and rescored.

As this is a health and safety risk the Clerk and Chair of the council can make the decision to spend money on repairs – see APC Financial Regulations 2023, section 4.5. Once the expenditure has been confirmed it will be reported back to Full Council.

Financial Risk Register

No changes were made.

The CIL list/plan will be brought to the next meeting on 1 May 2024 for discussion.

Action: Update both registers as per the above and take to Full Council on 11 March 2024

KH

Action: Liaise with ASRA to instruct the necessary work to be done.

KH

Action: Bring the CIL list to the meeting on 1 May 2024.

KH

8 23/039 MONTHLY DUTIES

The last 3 months duties and the next 3 months duties were all talked through by the Clerk. The only highlighted item was the end of year accounts and the completion of the AGAR.

9 23/040 INVESTMENT UPDATE

The report was discussed, and the statement commented on with regards to the safety of the money and the rates we are getting. Several questions were asked regarding types of accounts invested in, when they mature and if they were in the right place.

10 23/041 TREE MAINTENANCE PLAN 2024

The policy was talked through, and updates discussed. The schedule was talked through and budget for the works discussed. An update was given to the councillors of the work due for the Lime trees in the village square.

Action: Take the Tree Maintenance Plan 2024 to Full Council for adoption.

KH

11 23/042 MEMBERS ALLOWANCES SCHEME

The paper was discussed at length, and it was noted that the last suggested rise that was brought to Governance in February 2023 was not put through.

It was also agreed that an email be sent to all councillors confirming that, to those elected members, the allowance was available, and they are entitled to claim it if they would like.

RESOLUTION: Cllr. Verrinder **PROPOSED** that the councillor allowances be raised to £638 and the budget line for the allowance to be raised. Cllr. Reigate **SECONDED** and **ALL AGREED**.

Action – Clerk to increase the payments due and amend the budget to suit.

KH

Action – Clerk to send round an email to reiterate that the allowance is available to all elected members.

KH

In view of the confidential nature of item 12 the committee are to consider a resolution to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item

12 23/043 STAFFING PAY REVIEW AND STRUCTURE

The confidential report was talked through at length by the Clerk and all questions answered.

RESOLUTION: Cllr. Hamilton-Street **PROPOSED** that the suggested Scale Points be approved, and current structure maintained, Cllr. Reigate **SECONDED** and **ALL AGREED**.

Action: Clerk to complete the recommendations in the paper.

KH

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 1 May at 2pm.**

The meeting concluded at 3:07pm

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Chair

Date.....

W. Verrinder 11/5/24