



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 27 NOVEMBER 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 David Marsh, 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	24/017	APOLOGIES FOR ABSENCE All councillors were present	
2	24/018	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	24/019	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 7 August 2024 were agreed and will subsequently signed by the Chair	
4	24/020	PUBLIC CONSULTATION No members of the public were present, no questions sent in.	
5	24/021	CLERKS REPORT & ACTION LIST The Clerk talked through the remaining issues on the list regarding parking down Mayflower Way and the issues related to this. Correspondence has been received from residents asking questions about repair, maintenance and parking down the road. The Clerk will continue to investigate with legal.	

6 **24/022 HEALTH AND SAFETY**
The Clerk advised there were no current concerns and no questions/comments were made.

7 **24/023 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

The Clerk talked through the register and the highlighted sections that had been updated – Risk of consequential loss of income, now that the fidelity guarantee has been increased.

Action: Take to Full Council on 9 December 2024

8 **24/024 MONTHLY DUTIES**
The last 3 months duties and the next 3 months duties were all talked through by the Clerk. No questions were asked.

9 **24/025 INVESTMENT UPDATE AND MATURING ACCOUNTS**
The paper was talked through with regards to maturing accounts and the investment opportunity regrading the recently received CIL Money from ADC.
With 3 accounts maturing by the end of December the Clerk proposed the best accounts with regards to amount of interest achievable and a discussion took place.

Decision 1.

RESOLUTION: Cllr. Hamilton-Street PROPOSED that the matured funds be re-invested in the highest interest accounts and as per the amounts/timings stated. Cllr. Reigate SECONDED and ALL AGREED .
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Decision 2.

RESOLUTION: Cllr. Hamilton-Street PROPOSED that the CIL money should be put in a high interest instant access account, as suggested in the paper and the current instant access account to be topped up to £85,000. Cllr. Reigate SECONDED and ALL AGREED .

10 **24/026 VOLUNTEER POLICY 2024**
The policy was talked through and the Clerk advised that no changes had been suggested. Cllr. Verrinder suggested additional wording regarding diversity, recruitment and behaviour. These changes will be made before the paper is taken to full council.

Action: This policy will be amended and brought to Full Council for re-adoption in December 2024

KH

- 11 **24/027 BUSINESS CONTINUITY PLAN 2024**
 The policy was talked through and the suggested amendments were highlighted. It was agreed to remove the wording around hard copies and SharePoint.
Action: This policy will be amended and brought to Full Council for re-adoption in December 2024
 KH
- 12 **24/028 COMMUNICATIONS STRATEGY 2024**
 The policy was talked through and the suggested amendments were highlighted.
Action: This policy will be brought to Full Council for re-adoption in December 2024.
 KH
- 13 **24/029 INFORMATION SECURITY INCIDENT POLICY 2024**
 The policy was talked through and a recommendation was made to clarify with our ICO what the escalation process is if someone doesn't comply with the policy.
Action: The Clerk will investigate with the ICO and make any relevant changes before taking to Full Council for re-adoption in December 2024
 KH
- 16 **24/016 PUBLICATION SCHEME 2024**
 The Clerk talked through the policy and highlighted the amended parts of the policy.
Action: This policy will be brought to Full Council for re-adoption in December 2024.
 KH
- 17 **24/017 LGPS DISCRETIONS POLICY 2024**
 The Clerk advised councillors that our policy was out of date and it was a requirement of the Local Government Pension Scheme to have a valid policy, no more than 3 years old.
 The Clerk attended a training session on the policy and relayed what she had learnt. A discussion then took place regarding the discretions.

 It was agreed amongst the councillors present to put forward the below wording to the compulsory discretions 1-5.
"Angmering Parish Council does not consider contributions towards additional pension contributions to be an essential part of its employment strategy. The Parish Council will not exercise this option."
Action: This policy will be brought to Full Council for adoption in December 2024.
- 18 **24/018 CLEW COMMITTEE**
 The Clerk advised councillors of the reasons behind the suggestion to no longer hold CLEW Committee Meetings after May 2025. These included the fact that the events held had been run for several years and were now "business as usual" and if a new event/scheme/project/issue was to be looked into, that a working group/task and finish group would be set up for this purpose.

CLEW was recently reduced from monthly to quarterly and this has worked well but it does also show that the amount of work for the committee has subsided and questions if the committee is needed.

It was also advised that by dealing with all decisions during Full Parish, it made sure that all councillors were aware and could have their say on the items and suggest ideas, and also be part of any working groups that were needed.

A discussion then took place and all comments made were in support of the CLEW Committee ceasing in May 2025.

It was also suggested that the Office Manager would write a report for every Full Parish Meeting which will include updates on schemes/issues, events, ideas etc

Action: The Clerk and Office Manager will put together a report with this committees suggestion and take the report to Full Council in December 2024.

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 5 February 2025 at 2pm.**

The meeting concluded at 3pm

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Chair

Date.....