



Established 1894

Angmering Parish Council
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TO MEMBERS OF THE COMMITTEE

The Meeting of the Governance and Oversight Committee (05 August 2020) will be held remotely (via Zoom) and is to be delivered within 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' that are currently enacted for Meetings on and up to 7 May 2021. For further information see The Local Authorities(Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 <http://www.legislation.gov.uk/uksi/2020/392/contents/made>

YOU ARE SUMMONED TO A MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE WHICH WILL BE HELD VIA ZOOM ON WEDNESDAY 5 AUGUST 2020 AT 2 PM

Agenda

1. **ELECTION OF CHAIRMAN**
To elect the Chairman of the Governance & Oversight Committee for the coming Council Year.
2. **ELECTION OF VICE CHAIRMAN**
3. **APOLOGIES FOR ABSENCE**
4. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA**
5. **APPROVAL OF MINUTES**
Approval of the minutes of the meeting of the committee on **Wednesday 5 February 2020**.
6. **PUBLIC CONSULTATION**
Members of the Public are invited to submit questions, for consideration at the meeting, to the Council by no later than Friday 10 July 2020 at 4.00pm, either in writing delivered to the Parish Council Offices, via email to: admin@angmering-pc.gov.uk or by telephone: 01903 772124.
You can also request to join the live Zoom meeting by emailing admin@angmering-pc.gov.uk and requesting the meeting number and password. If you have any questions regarding the app used, please do not hesitate to contact the Clerk.
Members of the public are entitled to speak for 3 minutes.
Please note that these meetings are being recorded for the purpose of minute writing. After the minutes have been written and approved the recording is destroyed.

7. CLERK'S REPORT & ACTION LIST

To receive a report from the clerk on matters affecting the committee, not included on this agenda.

8. HEALTH AND SAFETY

To report any health and safety issues/concerns/work that has been done.

9. RISK REGISTER

To discuss possible risks to the council and suggest updates.

10. TERMS OF REFERENCE

To receive the Terms of Reference with a view to adopting them for the coming year.

11. IT UPDATE

To discuss the current state of the offices IT and any improvements in the way it is being used.

12. DOCUMENT RETENTION SCHEME

To receive the Document Retention Scheme with a view to adopting it.

13. BUSINESS CONTINUITY

To receive the Business Continuity Plan with a view to adopting it.

14. STAFF TRAINING – ILCA

To discuss the ILCA course and staffs desire to complete it.

15. CURRENT STAFFING AND COVID-19 PROCEDURES

Discuss staffing the office and COVID-19 procedures

16. INVESTMENTS

To review and discuss current investments and current investment policy.

DATE OF NEXT MEETING

The date of the next meeting is **Wednesday 4 November 2020** at Angmering Library or via Zoom – subject to COVID-19 guidelines.


Katie Herr – Clerk to the Council

Date 29/07/2020