



EAST PRESTON PARISH COUNCIL

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AUDIT & GOVERNANCE COMMITTEE

MINUTES: of the Committee Meeting held on Monday 26th March, 2018 at East Preston Infant School, Lashmar Road, East Preston at 18:45

PRESENT: Councillors G Mathias (Chairman), R McElroy, D Shah and S Toney

ALSO: Clerk to the Council, Simon Cross

The meeting opened at 18:45.

Cllr Toney attended as a member of the council's Leases Working Party.

221/18 APOLOGIES AND REASONS FOR ABSENCE

All committee members were in attendance. The council was without a Chairman or a Vice-Chairman on this date.

It was AGREED to recommend to Full Council all committee chairmen are automatically made members of this committee. In December 2016, council had agreed the chairmen of the Amenities and Finance & General Purposes Committee would automatically be part of the Audit & Governance Committee (Minute 877/16, Resolution 1057) – this proposal extended that thinking.

222/18 PERSONAL AND/OR PREJUDICIAL INTERESTS

Cllr McElroy declared a Personal Interest in Agenda Item 11, *East Preston & Kingston Village Hall Foundation: to consider further the insurance situation between the two organisations*. Cllr McElroy is married to a member of the Village Hall Foundation committee.

223/18 PUBLIC QUESTION TIME

No members of the public were present.

224/18 MINUTES OF THE MEETING HELD ON 11TH DECEMBER 2017

The draft Minutes of the last meeting had been circulated to all councillors on 13th December. No comments had been received.

The committee AGREED that the Minutes could be signed and this was duly completed by the Chairman.

225/18 UPDATES ON MATTERS ARISING FROM PREVIOUS MEETINGS

The following report had been circulated in advance of the meeting:

Matters Arising

Minute 943/17 – Leases Working Party: Other Leases – the dead hawthorn at the East Preston & Kingston Bowls Club had been successfully removed. On 20th February, the six-monthly meeting with the club had been held at the Council Office, for convenience, so it had not yet been possible for members of the committee to look around the Bowls Club site for a suitable location for a replacement tree.

The six-monthly meeting with the East Preston & Kingston Village Hall Foundation was overdue, partly as the council was currently without a Chairman or a Vice-Chairman. I have had an informal meeting with the Chairman of the Foundation though and this will be reported back to April's Full Council meeting.

Minute 944/17 – General Data Protection Regulations (GDPR) – Maureen Chaffe is working with and on behalf of the council on getting ready for the new Regulations coming into force in May 2018. Maureen has led a successful training session for most councillors and most officers – this training was also attended by representatives of a few local groups. Some other groups invited felt they had the Regulations under control. Maureen is also writing some new policies for the council and these will need to be approved by council, possibly at a special meeting in April.

Minute 947/17 – budget for Audit & Governance Committee – Full Council has agreed to a further one-year extension to the Internal Auditor's contract. (8th January 2018, Minute 016/18, Resolution 1168)

Simon Cross – **Clerk to the Council**

16th March 2018

Minute 202/17 – Council Security and Access Arrangements – the Clerk confirmed there was now a key to the office in the keysafe by the front door. The codes for the keysafe, front door and intruder alarm would only ever be made available to Chairmen and Vice-Chairmen of the Council.

226/18 LEASES WORKING PARTY: ANGMERING-ON-SEA LAWN TENNIS CLUB

The following paper was circulated in advance of the meeting:

Leases Working Party - Angmering-on-Sea Lawn Tennis Club

Cllr Mathias to provide an update on the new lease to the Angmering-on-Sea Lawn Tennis Club.

Full Council has agreed the Leases Working Party can authorise signing of the new lease without going back to council. (5th March 2018, Minute 164/18, Resolution 1187)

Simon Cross – **Clerk to the Council**

16th March 2018

The committee AGREED a further meeting with the council's solicitor was desirable to iron out the final wrinkles in the negotiations. Morning dates on 3rd and 4th April were suggested.

The committee AGREED the new lease should include something to say any time a new lease is negotiated a new starting rental figure should be negotiated too, and this should never be lower than the rental figure at that time.

227/18 LEASES WORKING PARTY: OTHER LEASES

The committee AGREED there were no current issues with the council's other tenants that were not due to be covered elsewhere in the meeting.

228/18 GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Clerk advised the meeting the council was continuing to work with Mrs Chaffe of Process Matters in preparation for the new regulations coming into force in May. Most councillors and officers had attended a GDPR briefing on 12th March and most had found this useful.

229/18 RISK REGISTER

The committee NOTED the following report which had been circulated in advance of the meeting:

Review of Risk Register

Committee is asked to review the council's Risk Register. A copy is included in your pack.

Each year the council is legally obliged to review its Risk Register and that task falls to this committee.

The council's Finance & General Purposes Committee reviewed the financial entries on the Risk Register at its meeting on 19th February.

Simon Cross – **Clerk to the Council**

16th March 2018

The committee AGREED the following changes should be made:

Risk Number	Area of Risk	Change
10	Failure to prepare for loss of key member of staff	Key safe provided outside the office and details will be given to incumbent Chairman and Vice-Chairman so they can access the office when necessary
11	Failure of IT systems for any reason	The work being done for GDPR may introduce some further improvements in this area
17	Failure to comply with law in relation to...	The council has recently introduced an Equal Opportunities Policy. Health & Safety Policy has been in place for a while. Data Protection Policy will be provided as part of the GDPR work
new	Failure to comply with General Data Protection Regulations	[Clerk to come up with wording]
new	Failure to have a Chairman and Vice-Chairman of the Council	[Clerk to come up with wording]

These changes will be included in the next version of the Risk Register. This will be Version 18.

230/18 EAST PRESTON CRICKET CLUB

The following report had been circulated in advance of the meeting:

East Preston Cricket Club

Committee is asked to consider the following changes to the licence issued to the Cricket Club on 31st March 2008.

Clause	2008 wording	proposed wording
4	The Club shall pay to the Council a Licence Fee of £50-00 which shall be paid in advance on the 1 st April in every year. The Licence Fee will be reviewed at the start of each succeeding period of ten years and any increase will not exceed 2% over the Retail Price Index.	Annually, the club shall pay to the Council a Licence Fee, initially set at £50.00 on 31 st March 2008. The Council will pay to the club a grass cutting payment, initially set at £1,000 in the Service Level Agreement of 2009. Each figure will be increased or decreased each year in line with the January RPI for that year.

13	Prior to the commencement of the cricket season the Council and the Club shall review annually the measures taken to prevent injury to persons and/or damage to property taking professional advice as necessary. Any reasonable changes that are deemed necessary are to be implemented. The Council and the Club will meet to agree how the cost of any such changes are to be apportioned.	13 a. Prior to the commencement of each cricket season the Council and the Club shall review the measures taken to prevent injury to persons and/or to prevent damage to property, taking professional advice as necessary. Any reasonable changes that are deemed to be necessary shall be implemented. The cost of any new or replacement protective boundary netting agreed by both parties to be necessary shall be apportioned two thirds to the Council and one third to the Club.
14	In respect of the existing netting the Club will be responsible for the erection and maintenance of the netting on the East and West sides of the Ground and for ensuring that the nets where appropriate are rolled up from the ground between 1 st December and 31 st March each year.	b. The Club will be responsible for obtaining an annual independent inspection report on the state of repair of the existing netting. The Club will be responsible for the routine repair and maintenance of the existing boundary netting and for ensuring that the nets, where appropriate, are rolled up from the ground between 1 st November and 31 st March each year.

Simon Cross – **Clerk to the Council**

16th March 2018

The committee AGREED the proposed changes to clauses 4 and 14, but would retain the original numbering (i.e. 13 and 14 not 13a and 13b).

The committee AGREED it could not agree to the proposed change to clause 13 as this may commit a future council to unaffordable expenditure at a bad time. This would be discussed with the Club at the six-monthly meeting scheduled for Thursday, 29th March.

231/18 **EAST PRESTON AND KINGSTON VILLAGE HALL FOUNDATION**

Cllr McElroy had declared a Personal Interest in this item at the beginning of the meeting.

The following report had been circulated in advance of the meeting:

East Preston & Kingston Village Hall Foundation

Committee is asked to consider further the insurance situation between the council and the Village Hall Foundation.

In December 2016, the two parties agreed to return to the terms of the Lease and Trust Deed between the two organisations with regard to the insurance of the building. As per that document, the council was responsible for purchasing insurance and would claim the money back from the Village Hall Foundation. The insurance of the contents remained the responsibility of the Foundation.

When the council came to renew its insurance last Autumn, it transpired the new insurance increased the Village Hall's buildings insurance by some £500+ over its current insurance cover. The Chairman of the Foundation declared this was unacceptable and attended a meeting with Cllr Duijf, then Chairman of the Council, and me. There was some urgency over this matter as a delay in the Foundation renewing its insurance with its insurer would have lost it some benefits. The decision was taken the £500+ increase was not a good use of village money and the Foundation again took out its own buildings and contents insurance. The council received a refund for the Village Hall part of the remaining policy.

There is some question over whether buying into the council's insurance policy would have saved the Foundation from the expenditure necessary to repair damage caused by squirrels but I have not yet got to the bottom of that.

Simon Cross – **Clerk to the Council**

16th March 2018

The Clerk said he had asked for information on whether the policy the council had briefly taken out on behalf of the Village Hall Foundation would have covered the squirrel damage mentioned at the last committee meeting. He had received no reply and had not yet had a chance to look through the paperwork which had been provided with that

insurance policy. If it turned out the Foundation would have been covered for the damage caused by squirrels this would be something the Foundation should be made aware of.

232/18 URGENT MATTERS FOR INFORMATION ONLY

No urgent matters were raised.

233/18 MATTERS TO BE DISCUSSED AT THE NEXT MEETING (11TH JUNE)

Nothing was suggested.

The Meeting closed at 19:56.

Chairman: *Cllr Glyn Mathias* Date: **11th June 2018**