

ALDINGBOURNE PARISH COUNCIL
Locum Clerk – Mrs JKM Brown
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Minutes of the meeting of the Staffing and Governance Committee, Aldingbourne Parish Council, held on 21st November 2016 at the Aldingbourne Community Sports Centre

Present: Councillors, Beaton (Chairman) Turner, Foott and Hodgson

Apologies: None

In attendance: None

Also present: Mrs J Brown, Clerk

Declarations of interest- None

30. **Urgent Items** – None

31. **Financial Regulations** – The Committee considered the draft provided by the Clerk. Agreed to add in an item concerning emergency powers and refer to the specific power vested in the Chair and Vice Chair of the Council. Agreed to use the term Clerk and RFO throughout for consistency and to include a para regarding charitable accounts. It was further agreed that once the draft documents were amended then they would be issued to Members as part of the governance documents and a record kept of this.

32. **Scheme of Delegation** – Agreed to amend Planning Committee date to read “second Tuesday of the month”

33. **Standing Orders** – Noted duplicate para needed removing at 3(j).

34. **Terms of Reference for Working Groups** – Agreed these would be added to the Scheme of Delegation using the existing template for the Flood Working Group to ensure clear boundaries, with the Councils WG’s being reviewed annually. Agreed to add 2 further WG’s to deal with the development of the ACSC and the proposed Aldingbourne Community Produce Show., as well as continuing with the NDP WG as part of the Councils overall business planning.

35. **Meetings** – On a proposal by the Chair and seconded by Cllr Foott it was agreed that the SO’s, Scheme of Delegation and Fin Reg’s would be presented to the Council at its meeting in February as the Committee agreed that there would not be a meeting in January 2017.

36. **Date of next meeting** – TBA

There being no further business for discussion the meeting closed at 8.00pm

SignedChairman.....Date

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