

## DRAYTON PARISH COUNCIL

Minutes of the meeting of the Governance Committee held on  
Thursday 15 February 2018 at 7pm in The Pavilion at King George Fifth Playing Field  
Drayton High Rd, Drayton

### PRESENT

Mr G Everett – Chairman

Mr A Crotch Mr K Morgan Mr K Smith Mr L Wilkinson Ms K Smith

Mr J Hall – Parish Clerk

### IN ATTENDANCE

None

#### **237. Absence and Apologies for Absence**

Apologises received and accepted from Cllr Blaxter.

#### **238. Declarations of Interest**

Nothing further was declared beyond those interests already included on the register of member's interests.

#### **239. Public Participation**

None

#### **240. Clerk's report on Committee Matters**

The Clerk advised that all outstanding matters were covered by items on the agenda for tonight's meeting.

#### **241. Budget Comparison and Explanation of Variances above 15%**

The budget figures for the year to date had been circulated prior to the meeting. Budget figures to year were noted. The income from the 3G surface and grass pitches is significantly down as outstanding invoices dating back to the beginning of the football season have not been paid by Drayton Youth Football Club. This is actively being pursued by the Clerk.

#### **242. Local Council Risk System (LCRS) Action Plans**

A copy of the action plans had been circulated prior to the meeting. It was noted that the CCTV policy was now in place having been adopted in December 2017. The other outstanding issues related to risk assessments. Copies of the assessment were provided and noted. The outcomes were being worked through and issues addressed.



Any additional areas of concern identified would be referred to the relevant standing committee.

#### **243. Internal Auditor's Report**

Copies of the report had been circulated prior to the meeting. The report contained only 2 recommendations. The Chairman thanked the Clerk and Finance Officer for their work in getting the governance of the council in order and reducing the number of recommendations to just two. A signed hirer's agreement was still outstanding for both Weight Watchers and Drayton Youth Football Club. The Clerk would chase both organisations.

##### **Recommendation to Full Council:**

**To acquire a further corporate credit card with an annual fee of £36 and to increase the credit limit to £1000.**

#### **244. Request for Donations**

**RESOLVED** to donate £25 to the following charities:-

- Citizens Advice Bureau
- Norfolk Age UK
- Norfolk Family Mediation Service

#### **245. Review of Governance Documentation**

##### **Financial Regulations**

##### **Recommendation to Full Council**

**To approve changes to financial regulations to reflect the new system of authorisation of payments and online banking facilities. A copy of the proposed changes is attached to these minutes.**

##### **Standing Orders**

There had been a number of changes to standing orders in the last few years to bring matters up to date. The only concern was the restriction to ensure no member of the council should hold the position of Chairman for more than 4 continuous years. This standing order had been raised in the Governance & Staffing review in June 2017. It was agreed that this should be an agenda item for the April full council meeting.

##### **Internal Controls Document**

A review of the document had taken place and no changes were recommended.

##### **Financial Risk Assessment**

A review of the document had taken place and no changes were recommended.

**Meeting ended 8.39pm**



## Review of Governance Documentation

### Changes to Financial Regulations

The regulations below require an update due to the main payment processes and authorisation moving to online payments.

#### Existing

5.2 A schedule of payments list, forming part of the Agenda for the monthly Council Meeting, shall be prepared by the RFO and be presented to Council. Cheque signatories having signed cheques shall confirm that they have verified the documentation relating to each item and the voucher (invoice/receipt) against the written and signed cheque. If the schedule is in order it shall be authorised by a resolution of the Council.

#### *New*

5.2 *A set of accounts for approval shall form part of the Agenda for the monthly Council Meeting, shall be prepared by the RFO and be presented to Council. Payment signatories having signed cheques shall confirm that they have verified the documentation relating to each item and the voucher (invoice/receipt) against the written and signed cheque. Payment signatories shall also confirm the correct procedures have been followed to release payments online. If the accounts are in order it shall be approved by a resolution of the Council.*

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#### Existing

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted in a timely fashion. Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 shall be signed by any two of the members appointed as signatories. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

#### *New*

5.4. *The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted in a timely fashion. Payments for authorisation will be released online by 2 members appointed as signatories. To indicate agreement of the details shown on the cheque/payment details online or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.*

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#### Existing



5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the finance & administration committee.

*New*

*Clause can be deleted. All payments are authorised by the payment signatories and accounts approved monthly.*

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Existing

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

*New*

*Clause can be deleted. All payments are authorised by the payment signatories and accounts approved monthly.*

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Existing

6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council.

*New*

*6.3. All payments shall be effected by cheque or online payments (BACS), or otherwise, in accordance with the procedure for councillors who are payment signatories. All payments to are included within the accounts produced for approval at the monthly Parish Council meeting.*

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Existing

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

*New*

*6.4. Cheques or orders for payment drawn on the bank account shall be signed by two members of council in accordance with a procedure instructing that payment. If a member who is also a bank*

*signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.*

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Existing

6.5 To indicate agreement of the details shown on the cheque or order for payment the authorised signatories shall ensure both signing cheque / mandate that :

**Invoices:**

- Invoice is annotated with scribe codings
- Cost Centre
- Cost Code

**Cheque details are correct:**

- Date
- Supplier details
- Amount (important if more than 1 invoice from supplier)
- Cheque stub details correct
- Sign Cheque
- Initial cheque stub and invoice

**Standing Orders / Direct Debit Mandates**

Before signing mandate:

- Supplier details correct
- Parish Council Bank account details correct.

Authorised signatories shall confirm to the monthly full council meeting that all procedures have been adhered to correctly before signing payments. This confirmation shall be minuted.

New

6.5 To indicate agreement of the details shown on the cheque or order for payment the authorised signatories shall ensure both signing cheque / releasing mandate that :

***Invoices:***

- *Invoice is annotated with scribe codings*
- *Cost Centre*
- *Cost Code*

***Cheque details are correct:***

- *Date*
- *Supplier details*
- *Amount (important if more than 1 invoice from supplier)*
- *Cheque stub details correct*
- *Sign Cheque*
- *Initial cheque stub and invoice*

***Releasing payments online***

- *Date*
- *Supplier details*
- *Amount (important if more than 1 invoice from supplier)*
- *Sort code and account number are correct (New beneficiaries should have details in writing)*
- *Confirm authorisation online.*

***Standing Orders / Direct Debit Mandates***

*Before signing mandate:*

- *Supplier details correct*
- *Parish Council Bank account details correct.*

*Authorised signatories shall confirm to the monthly full council meeting that all procedures have been adhered to correctly before signing payments. This confirmation shall be minuted.*

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Existing

6.20 a) The RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

New

*Clause can be deleted. Petty cash facility has been withdrawn.*

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