

MINUTES OF DRAYTON PARISH COUNCIL GOVERNANCE COMMITTEE MEETING held on Thursday 10th September 2020 at 7pm.

Present; Cllrs A Crotch, G Everett (C), K Morgan, N Quinsey, K Wilson.
Clerk; Mrs Sarah Hunt

The meeting was held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 utilising ZOOM.

1. Apologies and consideration of acceptance for absence.
None.
2. Members' declarations of interest and requests for dispensations.
None.
3. The minutes of the Governance committee meeting held on 25th June 2020 were **AGREED** as a true and correct record and will be signed by the Chair in due course.
4. No members of the public were present.
5. Updates were received on matters arising from the meeting on 25th June 2020.
 - 5.1 Land Registration – in hand with Locum Clerk. Florence Carter ownership to be prioritised.
 - 5.2 Internal Audit investigations – see agenda item.
 - 5.3 Grants/Donations Policy. To confirm this is now on the Parish Council website.
 - 5.4 Bank Account Opening – passed to Clerk. Ongoing. Councillors noted that banks are currently taking longer than usual to respond.
6. Asset Register. Previously circulated. To be updated by each committee and agreed at next meeting, anything with a value of less than £100 to be removed. 'Value' to be removed so it reads 'cost' – Insurance values to be checked including rebuild values of all buildings. Items to be added; defibrillators, bowls club. **CLERK – SARAH HUNT**
7. Internal Auditor. It was **RESOLVED** to appoint Mr Trevor Brown for 2020/21 to act as the Internal Auditor at a cost of £600.00. Mr Brown to be asked to attend the December Governance meeting on the 10th following the interim audit, any additional cost was **AGREED**.
8. To note that the Chair of Governance now has read-only Scribe access. It was **RESOLVED** that this continue as it has brought significant benefit.
9. It was **RESOLVED to AGREE** and **ADOPT** the Scribe updates as presented: including earmarked reserves, brought forward balances and budgeted amounts. Earmarked reserve changes to be taken to next full council as Financial Regulations.

10. To budget to date was considered by the meeting. It was **RESOLVED** by the meeting to alter the Staffing codes at the end of year – codes 61, 62 and 64 to be combined. Salaries should show a gross figure.
Chairmen of all committees to attend a meeting on Thursday 15th October to discuss budgets for each committee then take those discussions back to Committee for budget setting. **CLERK**
11. It was **NOTED** that the accounts for 2021/22 will need to be on an Income and Expenditure basis. Additional staffing support to be brought in if necessary to work through these changes.
12. **NOTED** that the Financial Regulations state independent quarterly checks of Bank Reconciliations take place. This to be an individual who is not the chairman of the Council. It was **RESOLVED** that Cllr N Quinsey undertake this inspection. **CLERK** to arrange.
13. Councillors discussed undertaking an IT Audit Review. Passwords (regular changing of), current access to documents, possible Councillors area on Cloud Storage, Cloud access for Maintenance Operative. Possible IT equipment/data protection/backup of data/security. To review both access restrictions and enabling additional access. **LOCUM CLERK** to devise a Risk Assessment to inform decisions moving forwards. Next meeting.
14. Councillors 'welcome pack' to include emergency contacts. **LOCUM CLERK** to collate.
15. Items for next Agenda.
Review of each Committee's three year budget submissions and setting of precept recommendation to full council.
Parish Online – to consider purchasing to enable plotting of assets on mapping.
To receive internal audit.
16. Date and Time of next meeting.
Next meeting 10th December, followed by March, June, September.