

**DRAYTON PARISH COUNCIL**  
**GOVERNANCE COMMITTEE MEETING**

Minutes of meeting held on Thursday 15<sup>th</sup> June 2023 at 7:00pm at the King George V Pavilion, Drayton High Road, Drayton, NR8 6AW

**Committee Members:** Cllrs J. Anderson, A. Crotch, G. Everett (Chair), A. Taylor and S. White.

**In attendance:** A Gallant, Assistant Clerk & RFO

**Meeting Opened:** 7:00pm

**1. Apologies and consideration of acceptance of absence**

None.

**2. Members' declarations of interest and requests for dispensations**

None.

**3. To receive and approve the minutes of the Committee meeting held on 23<sup>rd</sup> March 2023**

The minutes of the Committee meeting were **AGREED** as an accurate record of the meeting and signed by the Chairman.

**4. To receive questions and comments from the members of the Public on matters on the agenda**

No members of the public present.

**5. To receive updates on Committee matters arising from previous meetings**

The Committee received and noted the matters arising.

**6. To appoint a Committee member to undertake internal control checks for Proper Bookkeeping**

The Committee **AGREED** to appoint Cllr. Taylor to undertake internal control checks for Proper Bookkeeping for the 2023-24 financial year.

**7. To consider proposal for standardised Terms of Reference for a Finance and General Purposes Committee**

The Committee **AGREED** to recommend to Council for approval the standardised Terms of Reference for adoption by all Standing Committees of Council.

The Committee **AGREED** to recommend to Council the revised Terms of Reference for the Governance Committee for approval subject to the following amendments; under membership & term of office to replace "up to" with "maximum of" and to include "normally" be appointed; under Meetings to replace "typically" with "normally"; under public participation to include "normal"; under Committee Clerk to replace "typically" with "normally"; under Review to conduct the annual review at the first meeting of the year for approval by Council at its next available meeting.

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It was noted that pending approval of the revised Terms of Reference by Council, an agenda schedule could be drafted and would be presented at the next meeting of the Governance Committee for consideration.

**Action:** Clerk

The Committee considered the remit of public participation and the capacity for members of the public to raise matters not included on the agenda and **AGREED** to discuss further at the next scheduled review of the Standing Orders.

**Action:** Clerk

**8. To consider Microsoft Licenses for all Councillors**

The Committee **AGREED** to recommend to Council, trialling a Business Basic License for all Councillors for a period of 12 months. It was noted that email use should be mandatory and that a standard format for email addresses should be applied to include first name followed by second name only e.g. [angietaylor@draytonparishcouncil.gov.uk](mailto:angietaylor@draytonparishcouncil.gov.uk)

It was noted that should Council agree to adopt the Business Basic Licenses for all Councillors, a training session delivered by the Assistant Clerk could prove beneficial should councillors like additional IT support.

**9. To consider comments and feedback on approach for document sharing and make recommendations to Council**

The Committee received an online link to access the agenda and supporting papers and **AGREED** to recommend approach for document sharing pending approval of Microsoft Licenses.

**10. To consider General and Earmarked Reserves and make recommendations to Council**

The Committee **AGREED** to recommend to Council an additional Earmarked Reserve for Streetlighting and to transfer funds received from Broadland District Council from the General Fund accordingly.

The Committee **AGREED** to recommend to Council that each Committee review the Reserves Balance at their next meeting in preparation for budget setting for the 2024/25 financial year.

**11. To receive internal control check Q4 and note recommendations for action**

The Committee received the report and noted there were no recommendations for action.

**12. To receive the Policy Review Schedule and consider recommendations**

The Committee **AGREED** to recommend to Council a standard format for all policies to aid version control, to introduce an initial 3 year review for all policies until such a time that specific review schedules can be introduced for each policy held and to allocate Committee Policy Holders with responsibility of delegated policies.

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It was noted that the Governance Committee would maintain oversight of the policy schedule to ensure that policies are reviewed as required.

**13. To receive update on Scribe Training and consider recommendations**

The Committee considered a recommendation to use Scribe features to better facilitate tracking of CIL expenditure and timeframes and **AGREED** to set up a new Cost Centre for CIL with corresponding Cost Codes for the applicable CIL dates.

**Action:** Clerk

The Committee considered a recommendation to allocate all receipts to the Cost Centre for Income in order to aid reporting and **AGREED** to allocate all generated income to the Income Cost Centre.

**Action:** Clerk

It was noted that the Governance Cost Centre would require updating pending Council approval of the revised Committee Terms of Reference.

**14. To consider reporting procedures for receipts and payments at Council meetings**

It was noted that under the current reporting arrangements, Direct Debits and other payments were at risk of omission due to the reporting periods between Council Meetings and the Committee **AGREED** to recommend to Council reporting receipts and payments by calendar month.

It was noted that those payments requiring Council approval would continue to be reported at the next available.

**15. To consider items for inclusion in the next agenda**

The Committee **AGREED** to consider strategies for managing future CIL expenditure.

**16. Date of next meeting**

Thursday 26<sup>th</sup> October 2023