

DRAYTON PARISH COUNCIL GOVERNANCE COMMITTEE MEETING

Minutes of a meeting held on Thursday 17th March 2022 at 7.00pm at the King George V Pavilion, Drayton High Road, Drayton.

Members: Cllrs J Anderson, G Everett (Chairman), N Quinsey & A Taylor

Locum Parish Clerk: Anne Barnes

MINUTES

1. Apologies and consideration of acceptance for absence

Apologies for absence were received and accepted from Cllr Crotch.

2. Members' declarations of interest and requests for dispensations

None.

3. To receive and approve the minutes of the committee meeting held on Thursday 16th December 2021

The Minutes of the meeting held on 16th December 2021 were agreed and signed by the Chairman.

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

None.

5. To receive the report from the Internal Auditor from 12th January 2022, consider recommendations and receive updates from the Responsible Financial Officer

5.1 Financial Regulations - Completed

5.2 Review Effectiveness of Internal Audit - Completed

5.3 Scribe Training – Completed

5.4 Amend VAT Quarters – Completed

5.5 Broadland District Council Statements Name & Address – Completed

5.6 Cambridge Building Society Details & Update – Completed

5.7 Signatories Review of Paperwork – Completed – All existing signatories to remain (Cllrs Everett, Crotch, Anderson and Quinsey).

5.8 Asset Register 2021-22 – Updated

5.9 Use of Credit Cards Details added to Financial Regulations and Internal Audit Controls – Completed

5.10 Outstanding Debtors List – Updated

5.11 Internal Control and Financial Risk Management Policy – Completed.
The date of the next Year End 2021/22 Internal Audit with Mr Trevor

Brown is arranged for 3rd May 2022 and the next Internal Control Audit with Cllr Taylor on 4th May 2022.

6. Matters Arising from Last Meeting and Parish Council Meeting 16th November 2021

- 6.1 Key Deposits Update – All paid and allocated on Scribe system.
- 6.2 Website Update – All minutes amended to remove draft where appropriate.
- 6.3 Scribe Transfer to Income & Expenditure – Completed
- 6.4 Credit Card Transfer to new Parish Clerk - Completed
- 6.5 Review of Committee Structure – Cllr Everett proposed this item is deferred to March 2023, seconded by Cllr Quinsey and agreed unanimously.

7. To continue review of governance documentation to include:

- 7.1 **Grants Policy** – Approved January 2022. Put on website.
ACTION: Clerk
- 7.2 **Sickness Absence Policy** – Amend to include ‘The Clerk to report and sickness absences to the Chairman of Staffing Committee’. Page 1 Last bullet point, add ‘,’ after disabilities. Notification and Certification of Sickness Absence – Remove 1st sentence. These amendments were proposed by Cllr Taylor, seconded by Cllr Anderson and agreed unanimously.
ACTION: Clerk
- 7.3 **Staff Recruitment Policy** – Proposed no change by Cllr Everett, seconded by Cllr Taylor and agreed unanimously.
- 7.4 **Terms of Reference** –
Governance Committee – No change. Review in March 2023.
Staffing Committee – No change.
Environment & Highways Committee – No change. Review in March 2023.
Open Spaces & Property Committee – Invite OSP Committee to review. Proposed by Cllr Anderson, seconded by Cllr Everett and agreed unanimously.
- 7.5 **Update on Parish Online Registration**
Parish Clerk and Locum Clerk completed training.
- 7.6 **Operation London Bridge**
All required items have been purchased and placed in storage box.
- 7.7 **To discuss Recovery Plan**
Cllr Taylor proposed the Council draft a Continuity Plan. She will forward details to the Clerk.

ACTION: Cllr Taylor & Clerk

When the County Archive re-opens remove Council's paperwork from
Closed Storage Company and take to Archives.

ACTION: Clerk

8. To consider items for inclusion in next agenda.

None.

9. Date of Next Meeting: 23rd June 2022

The meeting closed at 7.57pm.

Chairman:

Date: