**DRAYTON PARISH COUNCIL**

Minutes of the meeting of the Governance & Staffing Committee held on

Thursday 12 March 2020 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 N Quinsey Mrs K Wilson

 Mr J Hall – Parish Clerk

**IN ATTENDANCE**

None.

**208.** **Absence and Apologies for Absence**

1. All members present.

**209. Declarations of Interest**

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

**210. Public Participation**

1. None.

**211. Budget Comparision Year to Date and Explanation of 15% Variances**

1. A report had been produced prior to the meeting and circulated. The period covered was almost at year’s end and only 7 lines of the budget had variances over 15%. Most of the over spent lines were due to unforeseen expenditure. Utilities and Services overspend was due to a dispute with EDF Energy who had over estimated the annual consumption which sets the monthly direct debit amount. The dispute is close to being resolved at which point a refund of surplus credit would be paid back to the council bank account.

**212. Requests for Grants and Donations**

1. **RESOLVED** to decline requests for donations from Citizens Advice Bureau, Norfolk Age UK, Norfolk Accident Rescue Service, Priscilla Bacon Hospice and Scotty’s Little Soldiers. Grant for £120 to Friends of Longdale for Drayton Fete and donation of £25 to Broadland Tree Warden Network awarded. The Clerk was asked to hold a copy of the Drayton Fete Public Liability Insurance on file.

**213.** **Review of Governance Documentation**

1. Current documents had been circulated prior to meeting. New model financial regulations had been issued by NALC.

Financial Regulations

A thorough discussion took place with a number of changes to the model regulations as well as adaptions to reflect the online banking model adopted by the council. These included:

1.11 – The asset register will be forward to councillors annually once updated after year end process.

2.2 – A quarterly check of bank reconciliations will be carried out by a member who is not a signatory or the Chairman.

2.5 – The Council will continue to assess the engagement of the internal auditor after each term of the council.

3.3 – The Council will consider budget proposals in relation to the Council’s yearly forecast of revenue and capital receipts.

6.11 – Sealed information including passwords held by the Chairman to be presented to the Annual Parish Council meeting for verification.

8.3 – Clause to also reflect deposit account held with Broadland District Council

10.5 – Alteration to reflect council’s adaption of General Power of Competence.

14.1 – Location of deeds/ documentation relating to land needs to be ascertained.

Standing Orders

Amendments to include:

7a – Previous resolutions. 3 councillors required to pursue special motion to the council.

9f – Motions for a meeting that require written notice to be given to the proper officer. The motion will be included on the agenda subject to clauses a to e being met.

9h - Motions rejected shall be advised in advance of the meeting to the proposer and additionally at the meeting.

**9:43pm Cllrs Crotch & Wilson leave meeting.**

Internal Controls Document

 Document noted. No proposed alterations

 Financial Risk Assessment

 Document noted. No proposed alterations

**Recommendation to Full Council**

**New standing orders and financial regulations documentation is adopted.**

**214 Increase in credit limit for the Unity Trust Bank Commercial Multipay Card.**

7. Item deferred to future committee meeting.

**215. Adoption of Lone Worker Policy**

8. Agreed to adopt subject to ratification at next committee meeting.

**All agenda items beyond this point were referred to the next meeting of the committee.**

**Meeting ended 9.51pm**