

DRAYTON PARISH COUNCIL GOVERNANCE COMMITTEE MEETING

Minutes of a meeting held on Thursday 23rd June 2022 at 7.00pm at the King George V Pavilion, Drayton High Road, Drayton.

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

Parish Clerk: Anne Barnes (Locum) and Lorraine Trueman (Assistant)

MINUTES

Cllr Everett opened the meeting at 7.01pm

1. **Apologies and consideration of acceptance for absence**
All councillors were present.
2. **Members' declarations of interest and requests for dispensations**
None. Cllr Anderson declared a non-pecuniary interest in item 5.6
3. **To receive and approve the minutes of the committee meeting held on Thursday 17th March 2022**
The Minutes of the meeting held on 17th March 2022 were agreed 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 were present.
5. **Items raised at the Parish Council Meeting 9th June 2022 and other items**
 - 5.1 **Review the presentation of payments to all Councillors prior Parish Council Meetings.**

Cllr Everett explained the current system in operation, that provides data to councillors was very time consuming. The clerk shared an example of a report, directly from Scribe, which shows payments by cost centre within a specified period. The clerk explained to get the invoices in the same order as those in the report would be time consuming and the councillors **AGREED** to keep invoices in voucher number order.

It was noted that by moving to a Scribe report would reduce the risk of errors and fraud.

The committee discussed the timing of the report and **AGREED** that the report should be sent out at the same time as the agenda to allow councillors to review proposed payments.

The committee **AGREED** to change to the Scribe report by cost centre, with invoices remaining in voucher number order. The report will be created when the agenda is sent. Proposed by Cllr Taylor, seconded by Cllr Anderson and unanimously agreed.

5.2 Discuss ways to protect the data of Councillors and employees.

The website displays email addresses and phone numbers for all councillors. The committee discussed having separate email addresses for council business but were unclear of any administrative burden on the clerk.

The council **AGREED** to defer the outcome to future meeting

ACTION: the clerk to contact Taverham and Hellesdon Parish Council clerks and to arrange a meeting with Steve Jackman, which would be open to councillors.

5.3 Discuss options for cloud storage for meeting documents.

The clerk explained how One Drive could be used to share documents with councillors. The council **AGREED** to recommend a trial, where meeting documents would be shared via the One Drive. This would be reviewed in a couple of months. While the trial runs the clerk will continue to operate the current system. Proposed by Cllr Taylor, seconded by Cllr Crotch, unanimously agreed.

5.4 Discuss the recording of resolutions for all Parish Council and Committee Meetings for recommendation to full Council.

Cllr Everett explained there was no legal requirement to record proposer and seconder. The committee **AGREED** to recommend, to full council, that the proposer and seconder will not be recorded in future, unless a councillor requests this ahead of the vote. The clerk will read aloud the proposal for councillors to vote on.

5.5 Discuss membership of the Armed Forces Covenant for recommendation to full Council.

The committee **AGREED** to ask the clerk to review the pledges and make recommendations to the Governance Committee.

5.6 Discuss governance requirements for Larry Gray Fair. To include:

5.6.1 Risk assessments

5.6.2 Public Liability insurance

Cllr Anderson advised that the Parish Council do not charge the Friends of Longdale for the hire of the facility, no alcohol would be sold on site and 1st aid would be provided.

The committee **AGREED** the Parish Council would need to be provided with appropriate insurance documents and risk assessments from both Larry Gray and the 5 members of the Friends of Longdale.

The committee **AGREED** to write to the residents that back onto Longdale, advising that the Friends of Longdale are holding the fair.

The committee **AGREED** to ask the Friends of Longdale to cone off the grass verge either side of the gate, which is Highways land, to prevent cars from parking there for safety reasons.

5.7 To review all Committee Terms of Reference with respect to the appointment of members.

The committee **AGREED** the following committees will have a maximum of 7 councillors, Governance, Open Spaces & Property and Environment & Highways, with a quorate of 3. The Staffing Committee will have maximum of 4 councillors, with a quorate of 3. When each of the Terms of Reference are due for review, they will be updated in terms of style and terminology, to create uniformed documents.

6. To continue the review of governance documentation to include:

6.1 Grants Policy

ACTION: clerk to revise policy and present at the October meeting

6.2 Data Protection Policy

ACTION: clerk to replace reference to him/her with them and present back to Governance at the October meeting.

6.3 Equal Opportunities Policy

The committee **AGREED** not to make any changes to the policy.

6.4 Safeguarding Policy

The committee **AGREED** not to make any changes to the policy.

6.5 Reserve Management Policy

No action required.

6.6 Pension Policy

The committee **AGREED** to defer this to a later meeting.

6.7 Councillor Induction Pack

ACTION: clerk to update, including more about Drayton and the Neighbourhood Plan, and present back to the Governance Committee.
Clerk to remove from website

7. To consider items for inclusion in next agenda.

7.1 Terms of Reference - Open Spaces & Property Committee – this is to go to the Open Spaces & Property Committee

7.2 Review of Disaster Recovery Plan

7.3 Budget 2022/23

8. Date of Next Meeting: 6th October 2022

The meeting closed at 8.57pm.

Chairman:

Date: