

# **DRAFT MINUTES OF DRAYTON PARISH COUNCIL GOVERNANCE COMMITTEE MEETING**

held on Thursday 11<sup>th</sup> February 2021 at 7.15pm (starting at 8:03).

This meeting was being held virtually 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 and members of the public can join the meeting online via ZOOM.

**Present:** Councillors: J Anderson, A Crotch, G Everett (Chairman), N Quinsey, A Taylor

Clerk: Jonathan Hall

**The Chairman opened the meeting and apologised for the late start. This was due to the overrunning of the previous meeting.**

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

None

**2. Declarations of Interest & requests for Dispensations.**

Nothing further was declared beyond the member's register of interests

**3. To receive and approve the minutes of the committee meeting held on 4<sup>th</sup> January 2021.**

The minutes of Full Council Meeting held on 4<sup>th</sup> January 2021 were **AGREED** as a true and correct record and will be signed by the Chair in due course.

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

No public present

**5. Clerk's report. To report on progress on items from previous meetings. Items are for noting only. No discussion, decisions or debate may take place during this item.**

**5.1 Parish Online** purchased and functional however it was noted that any Drayton data was yet to be added.

**5.2 Councillors welcome pack** – outstanding.

**5.3 Internal Audit actions** – outstanding.

**6. To note that IT issues have been resolved in house without the need for involvement from Anglian Internet.**

The IT issues that had previously occurred has now been resolved by the Clerk.

**7. To confirm Community Infrastructure Levy position.**

It was noted that the current year's return is not due to be submitted until after 31 March 2021 to the District Authority. The figures of expenditure and receipt differ slightly from the District's website. However, it was thought that the outstanding balance of just over £6,000 would be utilised by allocating it to the projects undertaken at Green Lanes and Pond Lane, before any additional receipts are credited in the new financial year.

**8. Earmarked reserves**

It was agreed that this item should be referred back to the committees for review and recommendations to full council. The Clerk will ascertain from Drayton Village Hall committee if the reserved amount of £3,000 is still required for the kitchen project.

**9. To review the Grants and Donations policy.**

The following changes were recommended:

- Remove the word March from clause 3
- Requests for grants to be considered quarterly (usually by Governance committee)
- Clause 10 to be amended that grants will not normally be awarded retrospectively.
- Date stamp of receipt and council consideration to be added to the form.
- Review date due 11 February 2024.

It was thought that the existence of the fund needs to be promoted by the Parish Council.

**10. To consider grant request from Covid 19 Taverham Drayton Thorpe Marriott group to support Foodbank operations.**

**RESOLVED** to award £500 to the Covid 19 group to aid the running of the Foodbank from Longdale.

**11. Items for next agenda for consideration.**

**12. Next scheduled meeting: Thursday 18th March 2021.**

**Meeting closed at 9.33pm**

These draft minutes are due to be approved by the committee on Thursday 18<sup>th</sup> March 2021.