

# DRAYTON PARISH COUNCIL

## GOVERNANCE COMMITTEE MEETING

Minutes of a meeting held on Thursday 27 October 2022 at 7.00pm at the King George V Pavilion, Drayton High Road, Drayton.

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

Locum Parish Clerk: Anne Barnes

### MINUTES

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

Apologies were received and accepted from Cllr Quinsey (work commitments).

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

None.

**3. To receive and approve the minutes of the committee meeting held on Thursday 23 June 2022**

The Minutes of the meeting held on 23 June 2022 were agreed and signed by the Chairman.

It was noted that items 5.2-5.5 and 6.7 from the meeting held on 23 June 2022 were still outstanding due to the change in personnel. These will be dealt with as a matter of urgency.

**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. To consider the change to gov.uk domain name**

The committee **AGREED** to purchase the domain name 'draytonparishcouncil.gov.uk' and to migrate to this domain name.

**6. To consider whether trees should be the responsibility of Open Spaces Committee or Environment & Highways Committee**

It was **AGREED** that the responsibility for trees should be the Environment & Highways Committee.

Cllr Everett reported an overhanging tree and damaged bus stop sign in School Rd. Cllr Crotch reported overhanging trees at Longdale.

**7. To consider having a Disaster Recovery Plan – Financial Risk Assessment**

The committee reviewed the Financial Risk Assessment to include recovery in the event of a major disaster. Defer to next meeting.

**8. To continue the review of governance documentation to include:**

**8.1 Grants Policy**

The committee amended the draft. Defer to next meeting.

**8.2 Data Protection Policy**

The committee amended the draft. Defer to next meeting.

**8.3 Pension Policy**

The committee **AGREED** the Pension Policy.

It was **AGREED** that policies would not be uploaded to the website until agreed by the Council.

**9. To consider items for inclusion in next agenda.**

**9.1** Terms of Reference - Governance Committee

**9.2** Standardise the agenda to ensure the most important matters are brought forward on the agenda to allow for adequate discussion time

**9.3** Budget 2023/24

**10. Date of Next Meeting: 15<sup>th</sup> December 2022**

The meeting closed at 8.32pm.

Chairman:

Date: