

**DRAYTON PARISH COUNCIL**  
**GOVERNANCE COMMITTEE MEETING**

Minutes of meeting held on Thursday 23<sup>rd</sup> March 2023 at 7:00pm at the King George V Pavilion, Drayton High Road, Drayton, NR8 6AW

**Committee members:** Cllrs J. Anderson, G. Everett (Chair), and A. Taylor.

**In attendance:** A Gallant, Assistant Clerk & RFO

**Meeting Opened:** 7:00pm

**MINUTES**

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

Apologies were received and accepted for Cllr. A. Crotch and Cllr. N. Quinsey.

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

None.

**3. To receive and approve the minutes of the Committee meeting held on 15<sup>th</sup> December 2022**

The minutes of the meeting held on 15<sup>th</sup> December 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 present.

**5. To receive updates on Committee matters arising from previous meetings**

It was noted that Norfolk ALC was still awaiting further details to share with the community on access to a .gov.uk domain name and that there was no update on expected timeframes.

That work on a business continuity plan was ongoing and would be presented for consideration at a future meeting of the Governance Committee.

**6. To consider review of services provided by Anglian Internet**

The Committee considered the review of IT services and it was noted that Anglian Internet were expecting a slight increase to Microsoft fees from April 2023 in comparison to those quoted in the review.

The Committee agreed to purchase a Microsoft 365 Business Standard license for the Assistant Clerk, a Microsoft 365 Business Basic license for the Maintenance Operative.

The Committee agreed to switch to an annual subscription with Anglian Internet including a 6 month support package.

The Committee agreed to recommend to Council the purchase of a .gov.uk domain name from Fasthosts.

**Action:** Clerk

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**7. To consider approach for sharing documents with Councillors using the Microsoft 365 package**

The Committee considered the proposal for sharing documents with Councillors using the Microsoft 365 package and agreed to trial with members of the Governance Committee to determine if the approach was suitable to roll out for all Councillors.

It was noted the time required to set up, organise and transfer files was significant and for this reason would be carried out in phases. Phase 1 would prioritise Council and Committee documentation, phase 2 would prioritise policy and other governing documents and phase 3 would consider arrangements for remaining documentation held by the Council.

**Action:** Clerk

**8. To consider two additional banking arrangements in response to recommendation 2 of the Interim Internal Audit Report.**

The Committee agreed to recommend to Council the Treasurers Savings account with Santander and the Community Saver with Skipton Building Society.

**9. To consider Internal Auditors for 2023/24 for recommendation to Council**

The Committee considered the length of service of the existing Internal Auditor and agreed that their knowledge and expertise of the Council coupled with a newly appointed Responsible Financial Officer would be beneficial and agreed to recommend the appointment of Trevor Brown to Council. It was noted that 5 years' service for any Internal Auditor should be considered as a maximum term served.

**10. To review Standing Orders for recommendation to Council**

The Committee reviewed tracked changes highlighting *previous* changes made to Standing Orders by Drayton Parish Council to ensure amendments remained current and up to date and noted *new* changes to the model Standing Orders regarding public contract regulations.

The Committee agreed to present recommendations to Council for approval via tracked changes, excluding those changes already adopted.

**11. To review Financial Regulations for recommendation to Council**

The Committee reviewed tracked changes highlighting previous changes made to Financial Regulations by Drayton Parish Council to ensure amendments remained current and up to date and considered any proposals for new changes.

The Committee agreed to present recommendations to Council for approval via tracked changes, excluding those changes already adopted.

**12. To review Financial Risk Assessment for recommendation to Council**

The Financial Risk Assessment was updated to include an additional management control for banking to strive to limit each bank with £85,000 to spread the financial risk. The Committee agreed to present tracked changes to Council for approval.

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**13. To consider a review of the existing Committee Structure in line with adopted Standing Orders and Financial Regulations**

The Committee agreed to recommend the Scheme of Delegation and Organisational Chart to Council for approval.

The Committee agreed to review the proposed standard Terms of Reference using the Governance Committee as an example and present at the next Governance Meeting for consideration.

The Committee agreed in principle to a revised title of “Finance and General Purpose Committee”, subject to a review of the example Terms of Reference at the next meeting.

The Committee agreed an agenda schedule would be a useful tool to support the work of the Council and it’s Committees.

**Action:** Clerk

**14. To consider items for inclusion in the next agenda**

No items raised.

**15. Date of next meeting: 15<sup>th</sup> June 2023**

**Meeting closed:** 8:52pm