

MINUTES OF DRAYTON PARISH COUNCIL GOVERNANCE COMMITTEE MEETING

Held on Thursday 16th December 2021, 7pm, at Drayton Parish Council, Pavilion King George V Playing Field, Drayton High Road, Drayton, Norwich NR8 6AW.

Present: Cllrs J Anderson, A Crotch, G Everett (Chairman) and A Taylor.

Locum Clerk: Anne Barnes

Members of the public: None.

1. There were apologies for absence accepted from N. Quinsey (work commitments).
2. Members' declarations of interest and requests for dispensations. None.
3. The minutes of committee meeting held 17th June 2021 were APPROVED 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 public present.
5. To receive the report from the Internal Auditor, consider recommendations and receive updates from the Responsible Financial Officer

Internal Auditor had not done an Interim Report due to the change in personnel. It was agreed to invite Mr T. Brown to do an Interim Internal Audit for the 9 months to 31st December 2021.

Internal Audit Control quarterly spot-check had been performed by Cllr A. Taylor.

Recommendations –

1. The name on the credit card be changed to the new Clerk, Sarah Hawken. Current card holders are S. Hawken and R. Hicking.
2. A Reminder System be set up for regular invoices to be issued.
3. Note the quarterly/ annual invoices on the calendar.

SCRIBE will be transferred from Receipts & Payments to Income & Expenditure accounts at the end of 2021/22.

It was noted that N. Quinsey has produced his ID at Nationwide and the account can now be opened. The agreed transfer of funds will be completed.

The current signatories are G. Everett, J. Anderson, A. Crotch and N. Quinsey but Cllr Quinsey had asked to be removed as a signatory. He will be asked if he will remain for the time being until the new Clerk can be put on the accounts.

5.1 Financial Regulations – Approved March 2021

5.2 Review the Effectiveness of Internal Audit – A Statement outlining the Review had been circulated to councillors. After amendments the Annual Governance Statement of Internal Control and Review of the Effectiveness of Internal Audit for the Year Ending 31 March 2022 was agreed by the Committee and signed by the Chairman and Clerk/RFO.

The Clerk will check into which account the Long Dale key deposits have been paid and report back to the Committee.

5.3 Outsourcing of Payroll – It was agreed not to outsource the payroll.

6. Asset Register – Reviewed by Sarah Hunt and due for further review before March 2022.
7. To continue review of Governance documents including:
 - 7.1 Suggest to Norfolk ALC that they include Training for Councillors on dealing with the Media.
 - 7.2 Grants and Donations Policy – It was agreed the Clerk to review the Policy and draft a new Grants Policy for the next meeting.
 - 7.3 CCTV Policy – The Policy was amended and agreed by the Committee.
8. Matters for Next Agenda
 - Sickness Absence Policy
 - Risk Management Policy
 - Recruiting Staff Policy
 - Website to be updated by 31 March 2022
9. Date and time of next Governance meeting, 17 March 2022 at 7.00pm at the KGV Playing Field.

The meeting was closed at 21.24.