

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

held on Thursday 18<sup>th</sup> March 2021 at 7pm

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

**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 11<sup>th</sup> February 2021.**

The minutes of Full Council Meeting held on 11<sup>th</sup> February 2021 were **AGREED** as a true and correct record and will be signed by the Chairman 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. Clerk is hoping to achieve before June.

**5.3 Internal Audit actions** – outstanding. Update to Full Council.

**6. Budget comparison year to date and explanation of 15% variances.**

The report circulated prior to the meeting was noted. A number of budget lines with the largest percentage differences was due to the repositioning of the earmarked funds exercise undertaken in the summer. It may be likely that the council will experience a deficit by year end although this situation will be addressed by the committee in a meeting yet to be arranged for April 2021.

**7. To consider requests for donations.**

The Citizens Advice Bureau advised that 68 residents of Drayton had been helped by them in the last 12 months. The Broadland Tree Warden Network is now independent of the District Council and is run under the guidelines of The Tree Council.

**RESOLVED** to donate £25 to Citizens Advice Bureau and £30 to Broadland Tree Warden.

## **8. Review of Governance Documentation**

A review of the financial regulations had been undertaken by the Clerk and it was **RESOLVED** to recommend to Full Council to adopt the document after the proposed changes had taken place:

- 3.1 to change the word November for December
- 3.2 to insert “the end of” before the word December
- 6.3 & 6.4. Typo – square brackets to be deleted.
- 6.14 to read as follows:  
6.14. Where internet banking arrangements are made with any bank, the Clerk (and/or any authorised staff) shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator with a stated number of approvals.
- 6.17 to read as follows:  
Any corporate credit card or trade card account opened by the council will be specifically restricted so that the Clerk acts as Service Administrator. Individual cards will be issued to each staff member for exclusive use only, and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall only be used in exceptional circumstances.
- 11.1 (h) add “strive to” before the word obtain. Change value to £5,000 from £3,000

New model standing orders were produced and released by NALC in July 2020. Changes were minimal and related to process of the European Commission following the UK’s departure from the EU on 1<sup>st</sup> January 2021.

**RESOLVED** to recommend to full council to adopt the document presented.

It was agreed to suspend Standing Order 3 (x) to allow the meeting to conclude.

After much debate and discussion it was agreed to defer the completion of the review of the documentation concerning the Internal Controls Document and Financial Risk Assessment to the next committee meeting in April (date to be confirmed). It was noted that the current insurance policy held with Zurich is due shortly for review to ensure the recommendations from the interim Internal Audit are undertaken. Councillors requested sight of the renewal documentation which was expected shortly.

The Asset Register currently on Scribe requires updating which the Clerk will undertake before the next committee meeting. The values reflected for each asset, is where practicable, to be cost price. Singular items under £100 are usually not considered for inclusion on the register.

## **9. Items for next agenda for consideration.**

Earmarked reserves once final year end figures are known after 31<sup>st</sup> March 2021.

## **10. Next scheduled meeting: Thursday 29th April 2021.**

Meeting closed at 10.03pm