

DRAYTON PARISH COUNCIL

Minutes of the meeting of the Governance & Staffing Committee held on
Thursday 12 March 2020 at 7pm in The Pavilion at King George Fifth Playing Field
Drayton High Rd, Drayton

PRESENT

Mr G Everett – Chairman
Mr A Crotch Mr K Morgan Mr N Quinsey Mrs K Wilson
Mr J Hall – Parish Clerk

IN ATTENDANCE

None.

208. Absence and Apologies for Absence

1. All members present.

209. Declarations of Interest

2. Nothing further was declared beyond those interests already included on the register of member's interests.

210. Public Participation

3. None.

211. Budget Comparision Year to Date and Explanation of 15% Variances

4. A report had been produced prior to the meeting and circulated. The period covered was almost at year's end and only 7 lines of the budget had variances over 15%. Most of the over spent lines were due to unforeseen expenditure. Utilities and Services overspend was due to a dispute with EDF Energy who had over estimated the annual consumption which sets the monthly direct debit amount. The dispute is close to being resolved at which point a refund of surplus credit would be paid back to the council bank account.

212. Requests for Grants and Donations

5. **RESOLVED** to decline requests for donations from Citizens Advice Bureau, Norfolk Age UK, Norfolk Accident Rescue Service, Priscilla Bacon Hospice and Scotty's Little Soldiers. Grant for £120 to Friends of Longdale for Drayton Fete and donation of £25 to Broadland Tree Warden Network awarded. The Clerk was asked to hold a copy of the Drayton Fete Public Liability Insurance on file.

213. Review of Governance Documentation

6. Current documents had been circulated prior to meeting. New model financial regulations had been issued by NALC.

Financial Regulations

A thorough discussion took place with a number of changes to the model regulations as well as adaptations to reflect the online banking model adopted by the council. These included:

- 1.11 – The asset register will be forward to councillors annually once updated after year end process.
- 2.2 – A quarterly check of bank reconciliations will be carried out by a member who is not a signatory or the Chairman.
- 2.5 – The Council will continue to assess the engagement of the internal auditor after each term of the council.
- 3.3 – The Council will consider budget proposals in relation to the Council's yearly forecast of revenue and capital receipts.
- 6.11 – Sealed information including passwords held by the Chairman to be presented to the Annual Parish Council meeting for verification.
- 8.3 – Clause to also reflect deposit account held with Broadland District Council
- 10.5 – Alteration to reflect council's adaption of General Power of Competence.
- 14.1 – Location of deeds/ documentation relating to land needs to be ascertained.

Standing Orders

Amendments to include:

- 7a – Previous resolutions. 3 councillors required to pursue special motion to the council.
- 9f – Motions for a meeting that require written notice to be given to the proper officer. The motion will be included on the agenda subject to clauses a to e being met.
- 9h - Motions rejected shall be advised in advance of the meeting to the proposer and additionally at the meeting.

9:43pm Cllrs Crotch & Wilson leave meeting.

Internal Controls Document

Document noted. No proposed alterations

Financial Risk Assessment

Document noted. No proposed alterations

Recommendation to Full Council

New standing orders and financial regulations documentation is adopted.

214 Increase in credit limit for the Unity Trust Bank Commercial Multipay Card.

7. Item deferred to future committee meeting.

215. Adoption of Lone Worker Policy

8. Agreed to adopt subject to ratification at next committee meeting.

All agenda items beyond this point were referred to the next meeting of the committee.

Meeting ended 9.51pm