

MINUTES OF DRAYTON PARISH COUNCIL GOVERNANCE COMMITTEE MEETING

held on Thursday 25th June 2020 at 7pm via ZOOM.

Present; Cllrs A Crotch, G Everett (C), N Quinsey.

Clerk: Mrs S Hunt

1. Apologies were received and accepted from:
Cllr K Wilson – illness
Cllr K Morgan – work commitment
2. Members' declarations of interest and requests for dispensations.
None.
3. The minutes of the committee meeting held on 12th March 2020 were presented and AGREED, to be signed by the Chair.
4. Updates received by the meeting.
 - 4.1 Confirmed that the Standing Orders and Financial Regulations were adopted by full council.
 - 4.2 Confirmed that the credit limit for the Unity Trust Bank Commercial Multipay Card has been increased to £3,000.00. Card is cleared automatically on the 18th of each month.
 - 4.3 Lone Worker Policy has been moved to Staffing Committee.
 - 4.4 Staffing salaries have been moved to Staffing Committee.
 - 4.5 Location of deeds/documentations relating to land. To confirm that Spire Solicitors hold land deeds on behalf of Drayton Parish Council and will be confirming the content of that file when the office re-opens.
5. Terms of Reference were AGREED and will be referred to Full Council.
6. Expenditure to date and reserves as at 31st March 2020 were received by the meeting.
The Clerk confirmed that access to the Internet Banking system had now been activated in her name.
The Clerk confirmed that cheques being paid in now attracted a 30p fee and that the Savings Account interest rate had reduced to 0%
7. To receive the Internal Auditors report and consider any recommendations.
It was noted that the Audit Report was clear of any recommendations.
Clerk to investigate current agreement with Internal Audit Company.
Asset register to be circulated to all Councillors. Next Agenda.
8. To consider the Grants and Donations Policy.
The Policy to be amended as AGREED and presented to Full Council. Donation requests to be reviewed by Committee each February or March and then referred to Full Council. Grant requests for grants or grant requests received will be presented at the next council meeting .
Grant/Donations Policy to be published on the website and the public to be made aware that such a resource exists.
9. To consider a Virtual Meeting Policy.

The Virtual Meeting Policy was AGREED as presented with Item 8 altered to confirm the Clerk would try and contact any councillor by telephone if they 'dropped out' of the meeting, and that the meeting would wait for a period of 10 minutes only for any Councillor to attempt to reconnect.

10. Bank Account Provision.

Councillors felt that there was a duty to both spread risk and ensure security of reserves. Subject to checking through the FCSC website that all licences are in place the following to be recommended:

The opening of a Nationwide Instant Access Account.

The opening of the Cambridge Building Society Council Saver Account.

The opening of the Hampshire Trust 45 day access account.

All accounts to be opened with £1.00 or the minimum deposit. Balances to be raised in each account to £50,000.00 when satisfactorily open.

Signatories to be: Cllrs Anderson, Crotch, Everett, Quinsey.

Licences on all accounts to be checked annually by Governance

11. Items for next Agenda.

Review of Asset Register

IT Audit Review – to discuss undertaking. To include passwords (regular changing of)/current access to documents/possible Councillors area on the Cloud Storage/Cloud access for the Maintenance Operative – possible IT equipment/data protection/backup of data/security. To review both access restrictions and enabling additional access.

Budget review

Councillors 'welcome pack'

12. Date and Time of next meeting.

17th September 2020.

Meetings to take place September/December/March/June moving forwards.

The meeting closed at 8.50pm.