

DRAFT MINUTES OF DRAYTON PARISH COUNCIL GOVERNANCE COMMITTEE MEETING

held on Thursday 10th December 2020 at 7pm.

Present: Cllrs A Crotch, G Everett (C), K Morgan, N Quinsey.

Clerk: Mr Jonathan Hall

In attendance: Cllr A Taylor, Trevor Brown (Internal Auditor) and one member of the public

The meeting was held 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 utilising ZOOM.

1. Apologies and consideration of acceptance for absence

Cllr Wilson – apologies received and accepted..

2. Members' declarations of interest and requests for dispensations

None.

3. The minutes of the Governance committee meeting held on 10th September 2020

The minutes were agreed as a true and correct record and will be signed by the Chair in due course.

4. Public comments and questions

None

5. Clerk's report on progress from meetings held on 25th June 2020 & 10th September 2020

No decisions or debate may take place within this item.

- Land Registration – in hand with Sarah Hunt.
- Bank Accounts Opening. Matter being dealt with at Full Council.
- Asset Register – See minute point 6
- Independent Checks of Bank reconciliations. See internal audit point 6
- Parish Online – The cost is £261 per annum. Chairman wanted this to be added to the next agenda.
- IT Audit – Risk assessment outstanding. Clerk needs to ascertain position with Sarah Hunt.
- Councillors welcome pack – Outstanding. Clerk needs to ascertain position with Sarah Hunt.

6. Internal Auditors Report

Trevor Brown presented the report (attached to these minutes) which had been circulated to members prior to the meeting. **RESOLVED** to approve all 11 recommendations. The Committee thanked Trevor Brown for his input and diligence in producing the report and for taking the time to join the meeting to present his findings.

Recommendation 1

Agreed as written.

Recommendation 2

It was advised by the Internal Auditor that the Locum Clerk had produced a schedule for review.

Recommendation 3

As the current system is robust it was thought better to change the financial regulations to reflect the current actions.

Recommendation 4

It was agreed to write to the external auditors to advise of the Council's intentions regarding the recording of the drawn loan from the District Council.

Recommendation 5

This was currently in hand but was experiencing problems due to delays created by COVID 19 related service problems from banks and building societies.

Recommendation 6

Agreed as written.

Recommendation 7

Agreed as written.

Recommendation 8

It was agreed this could be reviewed by the staffing committee.

Recommendation 9

It was agreed that Financial Regulations require altering to reflect the current actions and that each staff member should have their own credit card.

Recommendation 10

The insurance renewal year starts in May and a review as suggested will take place prior.

Recommendation 11

Agreed as written.

RESOLVED to suspend standing order 3 (x) to allow the meeting to continue.

7. Report to committee regarding earmarked reserves including the General Fund, annual report of CIL monies and year end 21/22

Item deferred.

8. Budget comparison report to date and explanation of 15% variances

The report was produced direct from Scribe and duly noted. The Clerk advised that Scribe can not produce a report that reflects a 15% variance as required by Financial Regulations.

9. Committee budget for 21/22

The Chairman raised concerns that the figures produced, and circulated prior to the meeting, were not correct. The Clerk believed this not to be the case. A technical discussion ensued regarding how Scribe reflects entries that might be different to a budget document. The Clerk expressed disappointment that queries concerning the pre circulated documents had not been raised at an earlier point in the week before the meeting.

It was agreed to defer items 9 and 10 to a future meeting to be held on Monday 4th January 2021 at 7pm.

Meeting ended 9.57pm

These draft minutes are due to be approved at the next committee meeting on 4th Jan 2021.