

# DRAYTON PARISH COUNCIL GOVERNANCE COMMITTEE MEETING

Minutes of meeting held on Thursday 15<sup>th</sup> December 2022 at 7.00pm at the King George V Pavilion, Drayton High Road, Drayton, NR8 6AW.

Committee members: Cllrs G Everett (Chairman), J Anderson & A Taylor

Assistant Clerk & RFO: Amy Gallant  
Locum Clerk: Anne Barnes

**Meeting opened:** 7:02pm

## MINUTES

**1. Apologies and consideration of acceptance for absence.**

Apologies were received and accepted from Cllr. Crotch and Cllr. Quinsey.

**2. Members' declarations of interest and requests for dispensations.**

None.

**3. To receive and approve the minutes of the committee meeting held on Thursday 27th October 2022.**

The minutes of the meeting held on 27<sup>th</sup> October 2022 were agreed 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 the public present.

**5. To receive an update on the change to gov.uk domain name and email addresses for councillors**

NALC announced a pilot scheme offering councils a .gov domain name and email address starting from early 2023. The aim of the scheme was to simplify the process and provide these for free or at cost only. An expression of interest had been submitted.

Anglian Internet had confirmed they could register and administer a .gov domain at an additional cost and could liaise with Wix website support to set this up with the existing website if/when necessary.

The Committee **AGREED** to await a response from NALC regarding their offer of a .gov domain name before moving forward.

**Action:** Clerk to review current service with Anglian Internet and quote for webhosting.

**6. To receive a report on councillors sharing documents via One Drive**

It was confirmed that sharing documents via OneDrive was possible through Drayton Parish Council's Microsoft 365 subscription at no additional cost. It was noted that support could be provided by the Clerk for Councillors who may not be familiar with OneDrive.

**Action:** Clerk to develop a trial system for sharing documents with Councillors using OneDrive, for presentation at the next meeting.

**7. To receive an update on recording resolutions**

It was confirmed that voting could be by a show of hands and at the request of a councillor, the voting on any matter can be recorded so as to show whether each councillor present and voting gave his vote for or against that matter.

**8. To receive an update on the Armed Forces Covenant**

The Committee **AGREED** to recommend the Armed Forces Covenant for approval by full Council.

**9. To receive the Internal Audit Control Quarterly Spot Checks for April to September 2022**

It was noted that the Q3 Internal Audit took place early to accommodate the handover of responsibilities to the newly appointed Assistant Clerk & Responsible Financial Officer and had been circulated for information. No concerns raised.

**10. To receive the Half-Yearly Internal Audit Report and to consider the recommendations**

Under recommendation 2 it was noted that the Unity Trust Bank had reserves in excess of £85,000 and the Committee **AGREED** to investigate two additional banking options to spread the costs.

**Action: Clerk**

Under recommendation 7 the Committee **AGREED** to consider the need for a Business Continuity Plan against existing Internal Control and Risk Management documentation, including arrangements for passwords.

**Action: Clerk**

Under recommendation 8 the fidelity insurance had now been increased to £1,000,000 at no cost to the Council. It was noted that there would be a slight increase to the premium at the point of renewal should the Council wish to continue at the increased limit.

It was noted that all other recommendations (9 in total) had been actioned with the exception of a review of the Standing Orders and Financial Regulations which were scheduled for completion at the March 2023 meeting of the Governance Committee.

It was noted that the appointed Internal Auditor would not be continuing after completion of the March 31<sup>st</sup> Year-End Audit and that Council would be required to approval a new appointment. **Action:** Clerk to propose alternative options for Internal Auditor for the 2023-24 Financial Year.

**11. To review the Effectiveness of Internal Audit**

The Committee **AGREED** to recommend the Effectiveness of Internal Audit for approval by full Council.

**12. To continue the review of governance documentation to include:**

**12.1 Financial Risk Assessment – Amended**

The Committee **AGREED** to defer the item to the next meeting in response to matters raised under item 10 above.

**12.2 Grants Policy – Amended**

The Committee **AGREED** to recommend the Grants Policy for approval by full Council.

**12.3 Data Protection Policy – Amended.**

The Committee **AGREED** to recommend the Data Protection Policy for approval by full Council.

**12.4 Governance Terms of Reference – Amended**

The Committee noted that further clarity was required regarding the role and delegated authority of Committees and **AGREED** to review the Committee Structure in line with adopted Standing Orders and Financial Regulations.

**Action:** Clerk to review and propose options for a revised Committee Structure in line with adopted Standing Orders and Financial Regulations.

**13. To consider items for inclusion in next agenda**

**14. Date of Next Meeting: 23rd March 2023**

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