

**Downham Market Town Council  
Governance Committee Meeting  
Tuesday 06 June 2023 at 10am**

This meeting was held at the Town Council Offices, 15 Paradise Road, Downham Market,  
Norfolk PE38 9HS

	<p><b>Present</b></p> <p>Committee Chair – Cllr Incorvaia</p> <p>Committee Members - Cllrs Brewer &amp; Pyatt</p> <p>Cllr S Moyses arrived at Agenda Item 5.1</p> <p>Town Clerk – Ms C Dornan                      Administrator (Observing) – Mrs J Andrews</p> <p>There were 0 members of the public present</p>
Note	The meeting started at 10:04 am. The Chair asked that we delay the meeting by a few minutes in case Cllr Moyses was caught in traffic. Members agreed. The meeting started without Cllr Moyses present.
001	<p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>An apology was received from Cllr Perkin who is on holiday.</p> <p>This apology was accepted.</p>
002	<p><b><u>To receive Members’ Declarations of Interest</u></b></p> <p>There were no declarations made.</p>
003	<p><b><u>Public Participation – 15 minutes allowed</u></b></p> <p>There were no questions received ahead of the meeting.</p>
004	<p><b><u>To approve the minutes of the meeting held on 23 May 2023</u></b></p> <p><b>Proposed – Cllr Incorvaia                      Seconded –Cllr Pyatt</b></p> <p>It was resolved:</p> <p><b>‘That the minutes of the meeting held on 23 May 2023 be accepted as a true record.’</b></p> <p><b>All In Favour</b></p>





007	<p><b><u>To receive update on Internal Audit visit on 26 May 2023</u></b></p> <p>Cllr Incorvaia and Cllr Pyatt advised that the Internal Audit visit was a positive meeting. The auditor was happy with the increased finance checks, increased financial control measures, the asset register and that the Committees all have Terms of Reference. It was noted that the Terms of Reference in the main were awaiting Full Council's approval.</p> <p>It was noted that the Town Clerk's appraisal was outstanding.</p> <p>The Town Clerk suggested that the Governance Committee have read only access to Scribe accounting so that they can monitor the accounts in confidence. It was noted that the information on the accounting system can be confidential in nature and must not be distributed outside of the Committee.</p> <p><b>Proposed – Cllr Incorvaia                      Seconded –Cllr Pyatt</b></p> <p>It was resolved:</p> <p><b>'That the Governance Committee members be given read only access to the accounting system on the understanding that GDPR is paramount.'</b></p> <p><b>All In Favour</b></p>
008	<p><b><u>To receive feedback on governance check on 30 May 2023</u></b></p> <p>May 2023 governance check satisfactory. No errors found.</p>
009	<p><b><u>To agree the date of next meeting</u></b></p> <p>The next meeting was agreed as 20 June 2023 at 10am in the Town Council Offices.</p> <p>The White Ribbon Accreditation is to be added to the Agenda.</p>
	Meeting closed: 11:01am
	<b>SIGNED</b>
	<b>DATE</b>