## 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

	Present
	Committee Chair – Cllr Incorvaia
	Committee Members - Cllrs Brewer & Pyatt
	Committee Members - Cins Brewer & Fyatt
	Cllr S Moyses arrived at Agenda Item 5.1
	Town Clerk – Ms C Dornan Administrator (Observing) – Mrs J Andrews
	There were 0 members of the public present
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	To receive Members' Apologies for Absence
	An apology was received from Cllr Perkin who is on holiday.
	This apology was accepted.
002	To receive Members' Declarations of Interest
	There were no declarations made.
003	Public Participation – 15 minutes allowed
	There were no questions received ahead of the meeting.
004	To approve the minutes of the meeting held on 23 May 2023
	Proposed – Cllr Incorvaia Seconded –Cllr Pyatt
	It was resolved:
	'That the minutes of the meeting held on 23 May 2023 be accepted as a true record.'
	All In Favour

	Cllr Moyses arrived.
005	To receive draft policies and make recommendations to Full Council:
005.1	Disciplinary Policy
	Proposed – Cllr Pyatt Seconded –Cllr Brewer
	It was resolved:
	'That the new Disciplinary Policy be recommended to Full Council for adoption. The Policy will remain subject to regular review by the Committee and further recommendations may be made.'
	All In Favour
005.2	Recruitment Policy
	Proposed – Clir Moyses Seconded –Clir Pyatt
	It was resolved:
	'That the new Recruitment Policy be recommended to Full Council for adoption, with the addition that Full Council should be updated at the next available Full Council meeting with the name of the individual recruited, once DBS checks and references have been successful and also when the individual has reached the end of their probation. The Policy will remain subject to regular review by the Committee and further recommendations may be made.'
	All In Favour
005.3	Sickness Policy
	Proposed – Cllr Pyatt Seconded –Cllr Brewer
	It was resolved:
	'That the new Sickness Policy be recommended to Full Council for adoption. The Policy will remain subject to regular review by the Committee and further recommendations may be made.'
	All In Favour
005.4	Cash Handling Policy
	Cllr Brewer is to make some small amendments to the policy after discussion. The policy needs to be cross referenced with Disciplinary Policy. It was decided to update

	the policy to include a mandatory DBS check for all Bank Signatories; Councillors and Staff.
005.5	Standing Orders
	Proposed – Cllr Incorvaia Seconded –Cllr Brewer
	It was resolved:
	'That the current Standing Orders be recommended to Full Council for adoption for a further year, unchanged. The Orders will remain subject to regular review by the Committee and further recommendations may be made.'
	All In Favour
005.6	Financial Regulations
	Proposed – Clir Pyatt Seconded –Clir Incorvaia
	It was resolved:
	'That the current Financial Regulations be recommended to Full Council for adoption for a further year, with an amendment to 5.1 that The Council <u>will</u> seek credit references, rather than The Council may seek credit references. The Regulations will remain subject to regular review by the Committee and further recommendations may be made.'
	All In Favour
006	To discuss and agree policy revision plans for:
006.1	Privacy Policy
006.2	Document Retention Policy
006.3	Complaints Policy
006.4	Abusive, Persistent or Vexatious Complaints Policy
006.5	Training & Development Policy
006.6	Media Policy
	Cllr Incorvaia was asked to review the Policies under Agenda Item 6.1 – 6.6 and make suggestions for the next meeting in conjunction with the Town Clerk.

007	To receive update on Internal Audit visit on 26 May 2023
	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.
	It was noted that the Town Clerk's appraisal was outstanding.
	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.
	Proposed – Cllr Incorvaia Seconded –Cllr Pyatt
	It was resolved:
	'That the Governance Committee members be given read only access to the accounting system on the understanding that GDPR is paramount.'
	All In Favour
008	To receive feedback on governance check on 30 May 2023
	May 2023 governance check satisfactory. No errors found.
009	To agree the date of next meeting
	The next meeting was agreed as 20 June 2023 at 10am in the Town Council Offices.
	The White Ribbon Accreditation is to be added to the Agenda.
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	Meeting closed: 11:01am
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