

**Downham Market Town Council
Governance Meeting
Thursday 21 November 2024 at 7pm**

This meeting was held at:
Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE38 9DW

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| | <p>Present</p> <p>Committee Chair – Cllr Brewer</p> <p>Committee Members - Cllrs Buxton, Hobbs, Lane, Perkin, J Pyatt & Westrop</p> <p>Town Clerk – Claire Dornan</p> <p>There were no members of the public present</p> |
| | <p>The Chair thanked members for attending and advised them of the nearest fire exit from the Grand Hall and the meeting location in the event of the alarm sounding; outside Coggles Funeral Directors.</p> <p>The Chair asked that phones be placed on silent or switched off.</p> |
| 001 | <p><u>To receive Members’ apologies for absence</u></p> <p>All members were present and therefore no apologies were given.</p> |
| 002 | <p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest.</p> |
| 003 | <p><u>To agree the minutes of the meeting dated 19 September 2024</u></p> <p>Proposed – Cllr Brewer Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting dated 19 September 2024 be accepted as a true and accurate record of the meeting.’</p> <p>All In Favour</p> |

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| 004 | <p><u>To discuss the following new / updated policies and make recommendations to Full Council:</u></p> |
| 004.1 | <p><u>Data Protection</u></p> <p>With the permission of the Town Clerk at Swaffham Town Council, members reviewed their Data Protection Policy.</p> <p>It was understood that if the policy was recommended to Full Council that name 'Swaffham Town Council' would be amended to 'Downham Market Town Council.'</p> <p>Proposed – Cllr Buxton Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>'That the Data Protection Policy be recommended to Full Council for adoption, with the amendment of the Council's name.'</p> <p>All In Favour</p> |
| 004.2 | <p><u>Information Security</u></p> <p>With the permission of the Town Clerk at Swaffham Town Council, members reviewed their Information Security Policy.</p> <p>It was understood that if the policy was recommended that name 'Swaffham Town Council' would be amended to 'Downham Market Town Council.</p> <p>Proposed – Cllr Brewer Seconded –Cllr Hobbs</p> <p>It was resolved:</p> <p>'That the Information Security Policy be recommended to Full Council for adoption, with the amendment of the Council's name.'</p> <p>All In Favour</p> |
| 004.3 | <p><u>CCTV & Surveillance</u></p> <p>Members discussed the updated policy and suggestion that The Mayor, Deputy Mayor and either the Town Clerk or Deputy Clerk should be present when CCTV is reviewed.</p> <p>Proposed – Cllr Buxton Seconded –Cllr Lane</p> <p>It was resolved:</p> |

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| 004.4 | <p>‘That the CCTV & Surveillance Policy be recommended to Full Council for adoption, with the amendment of those present when a recording is reviewed.’</p> <p>All In Favour</p> <p><u>Freedom of Information</u></p> <p>Members discussed the current Freedom of Information policy and agreed that the following amendments were required:</p> <p>Town Council Logo Address of Town Council – 06 Market Place, Downham Market, Norfolk PE38 9DE Website Address – www.downhammarkettowncouncil.org.uk Town Clerk’s name Removal of reference to the Neighbourhood Plan Removal of reference to Downham In Bloom Removal of reference to the Town Plan Update the names of the policies listed to current policy names Car Park Orders amended to ‘none’</p> <p>Proposed – Cllr Brewer Seconded –Cllr Hobbs</p> <p>It was resolved:</p> <p>‘That the Freedom of Information Policy be recommended to Full Council for adoption, with the amendments discussed.’</p> <p>All In Favour</p> |
| 004.5 | <p><u>Appraisal</u></p> <p>Members reviewed the suggested Appraisal policy.</p> <p>Members agreed that the Chair and one other member of the Human Resources Committee should complete the Town Clerk’s appraisal.</p> <p>It was agreed that any appeal should be heard by The Mayor and Deputy Mayor.</p> <p>Training was discussed.</p> <p>Proposed – Cllr Brewer Seconded –Cllr Westrop</p> <p>It was resolved:</p> <p>‘That the Appraisal Policy be recommended to Full Council for adoption, with the amendments discussed.’</p> |

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| | <p>All In Favour</p> <p>Proposed – Cllr Brewer Seconded –Cllr Westrop</p> <p>It was resolved:</p> <p>‘That it should be recommended to Full Council that attendance by councillors at Human Resources training should be a condition of membership when it selects councillors to sit on the Human Resources Committee from May 2025.’</p> <p>All In Favour</p> <p>004.6 <u>Mayor Making</u></p> <p>The Chair thanked Cllr Perkin for the in-depth policy which had been provided on the morning of the meeting. It was agreed that the Town Clerk and members should review the policy ahead of the next meeting to enable a full discussion and support the Council in re-establishing civic pride.</p> <p>004.7 <u>Councillor Expectations</u></p> <p>The Town Clerk advised that Norfolk Association of Local Councils had reviewed the Councillor Expectations Statement ahead of the meeting and confirmed that as long as the statement was agreed at Full Council. and not simply imposed by the Town Clerk. and that the statement did not go against existing standing order or the constitution, that it was legal.</p> <p>It was commented:</p> <p>‘I see nothing wrong in the object of the policy in setting out guidelines for improved working practices between councillors and officers. Indeed such guidance is vital for the smooth and efficient running of the council.’</p> <p>Members discussed the suggested Councillor Expectations Statement and agreed that the following amendments were required:</p> <p>Council should be clarified to explain that it means the collective of Cllrs</p> <p>2.3 The word ‘should’ to be changed to ‘will’</p> <p>2.3 To be added - That instances where the office cannot give a full response within one working day, that the email should be acknowledged with an estimated timescale</p> <p>3.2 That the timescale for apologies should be added.</p> <p>3.6 That the word ‘imperative’ be amended to ‘crucial’.</p> <p>3.7 The word ‘are’ to be changed to ‘should’.</p> <p>3.8 The word ‘are’ to be changed to ‘should’.</p> |
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| | <p>Proposed – Cllr Brewer Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That the Councillor Expectation Statement be recommended to Full Council for adoption, with the amendments discussed.’</p> <p>All In Favour</p> |
| 005 | <p><u>To recommend the amended new NALC Model Financial Regulations to Full Council</u></p> <p>Members re-reviewed the regulations following the decision by Full Council on 01 October 2024, agenda item 15, that financial matters become a collective responsibility of Full Council.</p> <p>Members agreed that the following amendments were required:</p> <p>2.6 Change to Mayor and remove reference to Governance & Finance Committee 4.5 Remove reference to Governance & Finance Committee (Full Council only) 4.6 Remove reference to Governance & Finance Committee (Full Council only) 4.11 Remove reference to Committee and add Full Council 6.5 Remove reference to Governance & Finance Committee (Full Council only) 6.7 Remove reference to Governance & Finance Committee (Full Council only) 6.9 Remove reference to Governance & Finance Committee (Full Council only) 7.4 Remove reference to Governance & Finance Committee (Full Council only) 7.6 Amend Governance & Finance Committee to Governance Committee 13.3 Remove reference to Governance & Finance Committee (Full Council only)</p> <p>It was noted that the Council’s current procurement policy will need to be rescinded as the NALC Model Financial Regulations would override it.</p> <p>Proposed – Cllr Brewer Seconded –Cllr Hobbs</p> <p>It was resolved:</p> <p>‘That the NALC Model Financial Regulations, as amended, be recommended to Full Council for adoption.</p> <p>That, assuming the NALC Model Financial Regulations be adopted, that the Council’s current Procurement Policy be rescinded as it is no longer required.’</p> <p>All In Favour</p> |
| 006 | <p><u>To discuss expenditure requests outside of budget approval and agree actions</u></p> <p>There were no requests to consider.</p> |

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| 007 | <p><u>To agree date of next meeting – Scheduled 30 January 2025</u></p> <p>Members agreed that the next meeting will be held at the Town Hall on 30 January 2025 at 7pm.</p> |
| | Meeting closed: 8:23pm |
| | SIGNED |
| | DATE |