

**Downham Market Town Council
Governance Committee Meeting
Tuesday 07 November 2023 at 2:30pm**

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

	<p>Present</p> <p>Committee Chair – Cllr Incorvaia</p> <p>Committee Members - Cllrs Brewer & Pyatt</p> <p>Non-Committee Members – Cllr Hobbs</p> <p>Town Clerk – Claire Dornan</p> <p>There was no members of the public present</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were not given by Cllrs Perkin or Moyses.</p>
2	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations made.</p>
3	<p><u>Public Participation – 15 minutes allowed</u></p> <p>Cllr Hobbs did not wish to speak.</p> <p>There were no questions received ahead of the meeting.</p>
4	<p><u>To approve the minutes of the meeting held on 03 October 2023</u></p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Pyatt</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 03 October 2023 be accepted as a true record.’</p> <p>2 In Favour – Cllrs Incorvaia and Pyatt 1 Abstention – Cllr Brewer was not present at the last meeting.</p>

5	<p><u>To receive draft policies and make recommendations to Full Council:</u></p>
5.1	<p><u>Scheme of Delegations</u></p> <p>Cllrs discussed point 3.17 and agreed to set the write off limit at £100 per customer.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the Scheme of Delegation be recommended to Full Council for adoption with the agreed amendments.’</p> <p>All In Favour</p>
5.2	<p><u>Procurement Policy</u></p> <p>It was agreed that D A Jordan Groundworks should not be on the preferred supplier list as Cllr Jordan has a pecuniary interest and it could be alleged that he has undue influence over the Town Clerk. If work is to be offered to D A Jordan Groundworks then 3 quotes must have been attempted.</p> <p>It was agreed that the preferred supplier list should apply to amounts £500 + VAT and below to align with the Financial Regulations, section 4.1 Budgetary Control.</p> <p>It was agreed to add N S Paving Solutions, the contractor working on 6 Market Place.</p> <p>It was agreed that where a supplier does not have Keyman Insurance payments should be made in arrears or as stage payments so that the Council is not at risk of losing money if the contractor were to go bust.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Pyatt</p> <p>It was resolved:</p> <p>‘That the Procurement Policy be recommended to Full Council for adoption with the agreed amendments.’</p> <p>All In Favour</p>
5.3	<p><u>Contingency Plan</u></p> <p>Cllr Brewer noted that the Plan does not refer to who would care for the Town Clerk in an emergency. It was agreed that this would be the role of The Mayor / Deputy Mayor.</p> <p>It was agreed that due to the Town Council Offices being leased next year, that it would be appropriate to place WiFi in the Jubilee Community Centre.</p>

	<p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the Contingency Policy be recommended to Full Council for adoption with the agreed amendments.’</p> <p>All In Favour</p>
5.4	<p><u>Cyber Attack Policy</u></p> <p>It was noted that the policy should include that mobile phones used by Councillors for their Council emails should be pin protected and locked when left unattended. If a mobile device containing access to Council information is lost or stolen, the Town Clerk should be informed immediately so that Norfolk Computer Services can be contacted to change the password on the email account.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the Cyber Attack Policy be recommended to Full Council for adoption with the recommendation that WiFi be installed at the Jubilee Community Centre.’</p> <p>All In Favour</p>
5.5	<p><u>Overspend Referral Policy</u></p> <p>Cllr Pyatt asked that a minimum of 2 Cllrs make any request for overspend plus overspend requests be referred to Governance Committee.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the Overspend Policy be recommended to Full Council for adoption with the agreed amendments.’</p> <p>All In Favour</p>
6	<p><u>To agree the next schedule of Policy Review:</u></p>
6.1	<p><u>Occupational Health / Eye Test Policy</u></p> <p>It was agreed that Cllr Incorvaia would update the 2019 policy to align with recent legislative changes.</p>

6.2	<p><u>Health & Safety Policy</u></p> <p>The Committee agreed to review the Policy on the website and bring their thoughts back to the next meeting.</p>
6.3	<p><u>Environmental Policy</u></p> <p>The Committee agreed that this policy did not require review as it was due October 2025.</p>
6.4	<p><u>Sustainability Policy</u></p> <p>The Policy was last reviewed in 2012. The Committee agreed that they did not have the expertise in this area to write a policy. It was suggested that the Town Clerk contact Borough Cllr Josie Ratcliffe, who is a keen environmentalist for advice.</p>
6.5	<p><u>FOI Publicity Policy</u></p> <p>It was request that the Deputy Clerk update this policy. This was agreed by the Town Clerk.</p>
7	<p><u>To agree the date of next meeting – Currently scheduled for 05 December 2023</u></p> <p>The next meeting was agreed as 05 December 2023 at 10am in the Town Council Offices.</p>
	Meeting closed: 3:34pm
	SIGNED
	DATE