

**Downham Market Town Council  
Governance Committee Meeting  
Tuesday 11 July 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, S Moyses, Perkin</p> <p>Administrator – Joanne Andrews</p> <p>There were 0 members of the public present</p>
001	<p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>Cllr Pyatt</p> <p>Apologies were 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>No members of the public present</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 04 July 2023</u></b></p> <p><b>Proposed – Cllr Incorvaia                      Seconded –Cllr Perkin</b></p> <p>It was resolved:</p> <p><b>‘That the minutes of the meeting held on 04 July 2023 be accepted as a true record.’</b></p> <p><b>All In Favour</b></p>
005	<p><b><u>To receive draft policies and make recommendations to Full Council:</u></b></p> <p><b>5.1 Cash Handling Policy</b></p>

Cllr. Pyatt, in a written note produced prior to the meeting, asked for an amendment to item 4.2 to have two members of staff complete a bank paying-in slip. After a discussion, it was agreed it is not always possible to have two members of staff available. As this procedure only involves completing a bank paying in slip and no cash will be exchanged between parties, it was agreed to remain as one person.

Cllr. Pyatt also asked for an amendment to 4.3 with the address of the payee to be included. It was noted, however, that the paying-in slip reference had insufficient room to accommodate this.

Cllr. Pyatt also suggested an addition on 4.3 Payment by Cheque to include confirmation of any booking, service, or agreement is subject to cheque clearance approval. This was agreed to be added.

The Town Clerk is to be asked if an app is available on the business account to scan and pay in cheques using a mobile phone.

It was resolved:

**‘That the policy be recommended to full council for adoption, with the addition regarding cheque clearance approval.’**

**Proposed Cllr Incorvaia                      Seconded Cllr Perkin                      All in favour**

## **5.2 Privacy Policy**

It was noted that the policy was last reviewed in 2019 and an updated policy has now been produced.

It was resolved:

**‘That the policy be recommended to full council for adoption’**

**Proposed Cllr Incorvaia                      Seconded Cllr Brewer                      All in favour**

## **5.3 Document Retention Policy**

It was discussed that this is a newly produced policy, to provide a formal process for staff to be aware of the retention period for documents and how and when to destroy those deemed necessary. If/when the office relocates to No.6, some documents may need to be archived with the County Records Office.

It was resolved:

**‘That the policy be recommended to full council for adoption’**

<b>Proposed Cllr Incorvaia</b>	<b>Seconded Cllr Perkin</b>	<b>All in favour</b>
<b>5.4 Complaints Policy</b>		
<p>Cllr. Moyses suggested that a third stage be added to the policy, allowing an appeal. After a discussion, it was agreed to defer making a recommendation until the next meeting. Cllr. Incorvaia suggested producing two drafts, one with two stages and one with a third stage for consideration. This was agreed and to be an agenda item at the next meeting.</p> <p>The Committee resolved:</p> <p>‘That this matter be adjourned until the next meeting, when two alternative draft policies will be considered prior to making a recommendation to Full Council.’</p>		
<b>5.5 Abusive, Persistent or Vexatious complaints policy</b>		
<p>Cllr. Incorvaia suggested that the policy is still relevant and only requires one amendment.</p> <p>It was resolved:</p> <p><b>‘That the policy be recommended to full council for adoption with only one amendment under section 4 – imposing restrictions, namely amend from Chair and Vice Chair to Mayor and Deputy Mayor. To be reviewed in in 3 years unless subject to legislative changes.’</b></p>		
<b>Proposed Cllr Incorvaia</b>	<b>Seconded Cllr Moyes</b>	<b>All in Favour</b>
<b>5.6 Training &amp; Development Policy</b>		
<p>It was advised that the updated policy is more applicable to the current staffing structure. It includes refresher training over a 12-month rolling period, enhancement of current skills, professional development, and a linkage to staff appraisal. There is also the addition of an evaluation form to assess that the training meets the needs of the employee and the Council.</p> <p>It was resolved:</p> <p><b>‘That the policy be recommended to full council for adoption’</b></p>		
<b>Proposed Cllr Incorvaia</b>	<b>Seconded Cllr Brewer</b>	<b>All in favour</b>
<b>5.7 Media Policy</b>		
<p>It was noted that an updated policy has been produced, which includes the expectations for Councillors and staff when using social media.</p>		

It was resolved:

**‘That the policy be recommended to full council for adoption’**

**Proposed Cllr Incorvaia                      Seconded Cllr Brewer                      All in favour**

#### **5.8 Disposable BBQ and the lighting of fires Policy**

Cllr. Perkin suggested placing signage at the JCC to emphasise the prohibition of the use of Disposable BBQs and the Lighting of Fires, subject to cost.

It was resolved:

**‘That the policy be recommended to full council for adoption but to consider signage subject to cost’**

**Proposed Cllr Incorvaia                      Seconded Cllr Perkin                      All in favour**

#### **5.9 Bullying & Harassment Policy**

It was noted that this policy was last reviewed in 2008 and an updated policy incorporating ACAS advice, was discussed.

It was resolved:

**‘That the policy be recommended to full council for adoption’**

**Proposed Cllr Incorvaia                      Seconded Cllr Moyes                      All in favour**

#### **5.10 GDPR Policy**

It was discussed that this updated policy includes that the Governance Committee will consider Data Protection, with the Town Clerk, at a minimum of one meeting annually. Thereafter, making any recommendations to Full Council. There is also a checklist of measures recommended to help Councillors with GDPR for protecting personal data.

It was resolved:

**‘That the policy be recommended to full council for adoption’**

**Proposed Cllr Incorvaia                      Seconded Cllr Perkin                      All in favour**

#### **5.11 Special Leave including Bereavement Leave Policy**

It was discussed that this is a new policy produced to ensure a consistent and fair approach for dealing with such matters.

	<p>It was resolved:</p> <p><b>‘That the policy be recommended to full council for adoption’</b></p> <p><b>Proposed Cllr Incorvaia                  Seconded Cllr Perkin          All in favour</b></p>
006	<p><b><u>To agree the date of next meeting</u></b></p> <p>The next meeting was agreed as 05 September 2023 at 10am in the Town Council Offices.</p>
	Meeting closed: 10:50am
	<b>SIGNED</b>
	<b>DATE</b>