

**Downham Market Town Council
Governance Committee Meeting
Tuesday 3 October 2023 at 10am**

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 Perkin, S Moyses & Pyatt</p> <p>Non Committee Members – Cllr Hobbs</p> <p>Town Clerk – Claire Dornan Administrator – Jo Andrews</p> <p>There was no members of the public present</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Cllr Brewer gave apologies due to work commitments.</p> <p>This apology was accepted.</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 on the agenda items but offered assistance to the Committee should members find it useful.</p> <p>There were no questions received ahead of the meeting.</p>
4	<p><u>To approve the minutes of the meeting held on 5 September 2023</u></p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 5 September 2023 be accepted as a true record.’</p> <p>All In Favour</p>

5	<p><u>To consider the 2024/2025 budget:</u></p> <p>Cllr Incorvaia queried if the auditor fees should be within a Governance budget.</p> <p>It was recommended by the Town Clerk that the auditors' costs should remain in the Full Council admin budget.</p> <p>The Committee did not consider a budget for Governance committee.</p>
	<p>It is noted that the agenda had a number error within and therefore these minutes have two agenda item 5.</p>
5	<p><u>To receive draft policies and make recommendations to Full Council:</u></p> <p>The Chair noted that not all policies had been drafted following Full Council rejecting one of the policies recommended by Governance Committee. Some policies would therefore be discussed so that a policy could be prepared.</p> <p>5.1 <u>Private Use of Council Van Policy</u></p> <p>A discussion ensued regarding private use of the Council staff by staff and Councillors. Consideration was given to the checks required and the risks involved.</p> <p>Proposed – Cllr Perkin Seconded –Cllr Pyatt</p> <p>It was resolved:</p> <p>‘That the Private Use of Council Van Policy is not progressed and the Council Van is only to be used for Council Business’</p> <p>All In Favour</p> <p>5.2 <u>Scheme of Delegation</u></p> <p>Council has a Scheme of Delegation policy which has not been reviewed in the last 3 years. The current version does not allow the Clerk to work efficiently and effectively.</p> <p>Proposed – Cllr Perkin Seconded –Cllr Pyatt</p> <p>It was resolved:</p> <p>‘That a new Scheme of Delegation Policy be drafted and reviewed at the next Governance Committee meeting.’</p> <p>All In Favour</p>

5.3 **Procurement Policy**

It was discussed whether the current requirement of 3 quotes for low value procurements was efficient when staff time is considered.

Members agreed to add a financial limit of £250 to the Procurement Policy and purchases over a £250 limit will require approval by the relevant Committee.

Proposed – Cllr Incorvaia

Seconded –Cllr Pyatt

It was agreed:

‘That a new Procurement Policy be drafted, subject to the agreed changes and reviewed at the next Governance Committee meeting.’

All in Favour

5.4 **Emergency/Contingency Policy**

It was noted that the Council does not currently have an Emergency / Contingency policy.

Alternative locations for the office were discussed when the team are working solely from the Town Hall. It was recommended by the Town Clerk that the Council should consider Wi-Fi at the Jubilee Community Centre so that it could be used as a contingency office location.

Members noted that if the Council experienced a building fire, documents such as signed minutes would be lost however the Town Clerk confirmed that electronic copies are kept in the cloud of minutes produced in the last 5+ years. It was commented that fireproof cabinets could be an option.

Diamond House Care Home have the Town Hall as a contingency site. Members asked that the office discuss this with the management team to understand their requirements.

The Town Clerk advised that the Town Hall is not on the Borough Council contingency plan.

It was suggested that Councillors, in addition to the Town Clerk & Deputy Clerk, should be written into a rota for major disaster. – This would require an on call duty phone number.

Proposed – Cllr Incorvaia

Seconded –Cllr Moyses

It was agreed:

‘That an Emergency/Contingency Policy be drafted and brought back to the next Governance Committee meeting.’

5.5	<p>All in Favour</p> <p><u>Cyber Attack Policy</u></p> <p>Members discussed another Town Council’s Cyber Attack Policy and agreed that it was a good policy to base Downham Market Town Council’s policy on.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That a Cyber Attack Policy be drafted and brought back to the next Governance Committee meeting.’</p> <p>All in Favour</p>
5.6	<p><u>Car Park Orders</u></p> <p>Downham Market Town Council has received complaints about disabled bays in our car parks not being enforced.</p> <p>Cllr Incorvaia advised that following research that she believes that disabled parking bays are discretionary bays, meaning that they are not enforceable and relies on people without disability not using them.</p> <p>The Town Clerk advised that she had received contradictory advise from a Borough Council representative stating that we risk a legal challenge (Equality Act 2010) if the bays are not managed.</p> <p>At present, parking attendants cannot give enforcement notices in the Town Council’s car parks as the sites do not have parking orders.</p> <p>The Town Clerk is to contact the Norfolk Association of Local Councils and Norfolk Parish Training and Support for free legal advice.</p> <p>It was noted that this issue will be addressed by Full Council at the next meeting on 17 October 2023</p>
6	<p><u>To agree the next schedule of Policy Review</u></p> <p>It was noted that the current Publication Scheme has not been reviewed in the last 3 years so this will be reviewed by Cllr Incorvaia.</p> <p>Governance Committee will now need to review the draft Emergency / Contingency Policy, Cyber Attack Policy, Procurement Policy, and Scheme of Delegation Policy.</p>

7	<p><u>To agree the date of next meeting – Currently scheduled for 07 November 2023</u></p> <p>The next meeting was agreed as 07 November 2023 at 10am in the Town Council Offices.</p>
	Meeting closed: 11:00am
	SIGNED
	DATE