Downham Market Town Council Governance Committee Meeting Tuesday 23 May 2023 at 10am

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

	Present
	Committee Members - Cllrs Brewer, Incorvaia, Perkin, Pyatt & S Moyses (5) Non-Committee Member – Cllr Wiles (1) Town Clerk – Ms C Dornan There were 0 members of the public present
001	To elect the Chair of the Committee
001	Proposed – Clir Pyatt Seconded –Clir Brewer
	It was resolved:
	'That Cllr Incorvaia be elected Chair of Governance Committee.'
	4 In Favour
	1 Abstention – Cllr S Moyses
002	To elect the Vice Chair of the Committee
	Proposed – Cllr Pyatt Seconded –Cllr Incorvaia
	It was resolved:
	'That Cllr Brewer be elected Vice Chair of Governance Committee.'
	4 In Favour
	1 Abstention – Cllr S Moyses
003	To receive Members' Apologies for Absence
	There were no apologies received.

004	To receive Members' Declarations of Interest
	There were no declarations made.
005	Public Participation – 15 minutes allowed
	Cllr Wiles did not wish to speak. There were no questions received ahead of the meeting.
006	To prepare and agree Terms of Reference
	A copy of draft Terms of Reference had been circulated prior to the meeting. Councillors discussed the draft and made some minor amendments.
	Proposed – Cllr Pyatt Seconded –Cllr S Moyses
	It was resolved:
	'That the amended Terms of Reference be recommended to Full Council for adoption.'
	All In Favour
007	To discuss current policies, agree priority list for review and agree process
	Cllrs requested the Town Clerk to check the model Standing Orders and model Financial Regulations from NALC for any updates since the Town Council adopted them in 2022.
	Cllrs agreed that members should draft policies which they considered a priority for the next meeting.
	Cllrs were asked to pick a policy to work upon. The following was agreed:
	Disciplinary Policy – Cllr Incorvaia Staff Sickness / Staff Absence Policy – Cllr Incorvaia Recruitment Policy – Cllr Pyatt Cash Handling Policy – Cllr Brewer
008	To discuss and agree audit process
	It was noted that the End of Year accounts are due to PKF Littlejohn by 30 June 2023.
	The AGAR is to be approved at Full Council on 20 June 2023.
	Cllr Incorvaia and Cllr Pyatt to attend the Internal Audit meeting on 26 May 2023.

	Cllr Incorvaia and Cllr Pyatt to complete 10% finance check on 30 May 2023.
	It was agreed that the 6 monthly internal audit should continue. Quarterly was considered too frequent and annually was not sufficient.
017	To agree the date of next meeting
	The next meeting was agreed as 06 June 2023 at 10am in the Town Council Offices.
	Meetings to be fortnightly until the main review of policies has been completed.
	Meeting closed: 10:40am
	SIGNED
	DATE