

**Downham Market Town Council
Governance Committee Meeting
Tuesday 05 September 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 Committee Members - Cllrs Brewer & Perkin</p> <p>Town Clerk – Claire Dornan</p> <p>There were 0 members of the public present.</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Cllr Pyatt gave his apologies as he is on holiday.</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>No members of the public present</p> <p>There were no questions received ahead of the meeting.</p>
4	<p><u>To approve the minutes of the meeting held on 11 July 2023</u></p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 11 July 2023 be accepted as a true record.’</p> <p>All In Favour</p>
5	<p><u>To receive draft policies and make recommendations to Full Council:</u></p>
5.1	<p><u>Bouncy Castle Policy</u></p> <p>Members discussed the policy and agreed to amend the policy title to:</p>

	<p>Bouncy Castle & Inflatable Play Equipment Policy</p> <p>Members agreed to add to the bottom of the policy:</p> <p>That the Council accepts no liability should a hirer choose to use a bouncy castle or inflatable play equipment.</p> <p>Members agreed to remove section 4 from the draft policy as it gave direction on how to use a bouncy castle or inflatable play equipment. It gave information on matting around the item, as an example. It was agreed that this information would be forthcoming from the firm providing the item to the hirer and it was not for us to direct their health and safety requirements as we could cause a conflict.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the Bouncy Castle & Inflatable Play Equipment Policy be recommended to Full Council for adoption, subject to the agreed changes.’</p> <p>All In Favour</p>
5.2	<p><u>Filming Policy</u></p> <p>Members agreed to add at the end of point 1 – See point 7 & 8.</p> <p>Members agreed to change a word in point 5 from ‘inconspicuous’ to ‘non-intrusive.’</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the Filming Policy be recommended to Full Council for adoption, subject to the agreed changes.’</p> <p>All In Favour</p>
5.3	<p><u>Scheme of Delegation</u></p> <p>This item was withdrawn as more work was needed on the policy.</p>
5.4	<p><u>Grievance Policy</u></p> <p>Members agreed the policy was very comprehensive.</p> <p>Members agreed to add after point 2:</p>

	<p>Anyone involved in the complaint will not form part of the grievance investigation.</p> <p>It was agreed to add at the end of the policy:</p> <p>If a complaint is made against Full Council, the complaint would be referred to the Borough Council for assistance.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the Grievance Policy be recommended to Full Council for adoption, subject to the agreed changes.’</p> <p>All In Favour</p>
5.5	<p><u>Equity, Equality & Diversity Policy</u></p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the Equity, Equality & Diversity_Policy be recommended to Full Council for adoption.’</p> <p>All In Favour</p>
5.6	<p><u>Lone Worker Policy</u></p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the Lone Worker Policy be recommended to Full Council for adoption.’</p> <p>All In Favour</p>
5.7	<p><u>Complaints Policy</u></p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the Complaints Policy (Option1) be recommended to Full Council for adoption.’</p> <p>All In Favour</p>

5.8	<p><u>Updated Sickness Policy</u></p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the updated Sickness Policy be recommended to Full Council for adoption.’</p> <p>All In Favour</p>
6	<p><u>To discuss implementing a Procurement Policy</u></p> <p>The Chair had prepared a draft Procurement Policy in preparation for this meeting.</p> <p>It was agreed that the Town Clerk and the Chair would continue to draft the policy together and then circulate it to the Committee members.</p> <p>There was discussion regarding employing a consultant for procurement works over £10,000.</p> <p>There was discussion regarding whether items under £50 needed a Purchase Order or 3 quotes as the cost of completion may outweigh any savings when taking into account admin time.</p>
7	<p><u>To agree the next schedule of Policy Review</u></p> <p>It was noted that Community Development Committee are considering 2 new policies tonight; Grants and Community Engagement Policy.</p> <p>Governance Committee will now need to review the Emergency / Contingency Policy, a Cyber Attack Policy and Car Park Orders.</p> <p>It was agreed that a schedule will be prepared by the Town Clerk to ensure that all policies are regularly reviewed. This will be submitted to the Committee when they next meet.</p>
8	<p><u>To agree the date of next meeting – Currently scheduled for 19 September 2023</u></p> <p>The next meeting was agreed as 03 October 2023 at 10am in the Town Council Offices.</p> <p>It was felt that fortnightly meetings were no longer required.</p>
	Meeting closed: 11:15am
	SIGNED
	DATE