

**Downham Market Town Council
Governance Committee Meeting
Tuesday 05 December 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 Brewer, Perkin & Pyatt</p> <p>Non-Committee Members – Cllr Julie Pyatt Town Clerk – Claire Dornan</p> <p>There were no members of the public present</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>There were no apologies received.</p> <p>Members discussed contacting Cllr Moyses to see if he still wishes to be a member of the Committee as he did not give his apologies for this meeting nor the last meeting. It was agreed to do this if Cllr Moyses did not attend the January 2024 meeting.</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 Julie Pyatt 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 07 November 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 07 November 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>Health & Safety Policy</u></p> <p>The Chair gave an overview of the new policy which had been circulated ahead of the meeting. The 2019 version of the policy was due to be updated following the last meeting by the Chair. Upon review the 2019 policy it was found to have numerous clerical errors, was in a different format to the newer policies and was considered vague therefore a new policy was produced.</p> <p>Cllr Perkin was concerned about the burden placed on the Town Clerk, however it was confirmed that the employer i.e. the Town Council held overall responsibility. It was also confirmed that all employees also held an individual responsibility to ensure the work environment was safe.</p> <p>The Town Clerk confirmed that most of the checks were already being completed and therefore implementation was not too burdensome.</p> <p>It was noted that although the staff receive Health & Safety training, Cllrs do not receive specific training.</p> <p>Concerns were raised that at a recent event some Cllrs were attempting to lift 3 pieces of harass fencing when this was not recommended when considering manual handling risks. Cllrs were also seen walking in front of vehicles during a road closure and then leaving vehicles unmonitored. Cllrs were also dealing with accidents when the Council had arranged for St John Ambulance to manage this risk.</p> <p>Cllr and staff welfare was also discussed. At events, it was suggested that there is a prescribed area for lunch breaks.</p> <p>It was suggested that the Human Resources Committee arrange a Cllr Training Day in January 2024 to ensure that Cllrs understand their responsibilities and also learn how to move furniture, as an example.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the Health & Safety Policy be recommended to Full Council for adoption with a recommendation made to the Human Resources Committee that training be organised for January 2024.’</p> <p>All In Favour</p>

5.2	<p><u>Biodiversity Policy – Statutory Duty under Environment Act 2021, Section 102</u></p> <p>The Chair gave an overview of the policy which had been circulated ahead of the meeting. It was explained that there is a statutory duty to have this policy and for it to be considered in a publicly accessible meeting prior to January 2024.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the Biodiversity Policy be recommended to Full Council for adoption.’</p> <p>All In Favour</p>
5.3	<p><u>Eye Test Policy</u></p> <p>The Chair gave an overview of the policy which had been circulated ahead of the meeting. Minor changes had been made to update the previous policy and amend the format.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Pyatt</p> <p>It was resolved:</p> <p>‘That the Eye Test Policy be recommended to Full Council for adoption.’</p> <p>All In Favour</p>
6	<p><u>To receive an update on the request for assistance with the Sustainability Policy</u></p> <p>The Chair advised that Borough Cllr Ratcliffe had replied to the request for assistance stating that she did not feel she had sufficient experience. The reply was appreciated.</p> <p>The Committee discussed sustainability and agreed that the Council should consider moving away from paper hand towels and install something similar to a Dyson Air blade. It would allay Covid infection concerns and reduce waste.</p> <p>The installation of solar panels at the Jubilee Community Centre and Town Council Office was discussed. It was agreed to seek advice from CRC Electrical & Renewables Ltd who Cllr Pyatt recommended, as the aforementioned Council buildings were not in the conservation area. The Town Clerk was asked to arrange a meeting.</p> <p>It was agreed that all members of the Committee would research the area of sustainability and bring their ideas to the next meeting so that a policy can be built collaboratively.</p>

7	<p><u>To agree the date of next meeting – Currently scheduled for 09 January 2024</u></p> <p>The next meeting was agreed as 09 January 2024 at 10am in the Town Council Offices.</p> <p>To be included on the agenda:</p> <p>Sustainability Policy Risk Assessments</p>
	Meeting closed: 11:08am
	SIGNED
	DATE