

DRAYTON PARISH COUNCIL

Minutes of the meeting of the Governance Committee held on
Thursday 28 February 2019 at 7.15 pm in The Pavilion at King George Fifth Playing Field
Drayton High Rd, Drayton

PRESENT

Mr G Everett – Chairman
Mr A Crotch Mr K Blaxter Mr K Morgan
Mr K Smith Ms K Wilson Mr L Wilkinson
Mr J Hall – Parish Clerk

IN ATTENDANCE

None

229. Absence and Apologies for Absence

1. All members were present.

230. Declarations of Interest

2. Nothing further was declared beyond those interests already included on the register of member's interests.

231. Public Participation

3. None

232. Budget Comparison Figures to Date

4. A report had been circulated prior to the meeting and was noted.

233. Local Council Risk System (LCRS) action plans

5. The Clerk produced a report for the overall summary of the LCRS system. No action plans were required at present. The report was noted. The committee would like to receive further information on LCRS and how the system flags up potentially unacceptable risks.

234. Interim Internal Audit Report

6. The interim internal audit was carried out on 11th December. Five recommendations were recorded all of which were in the process of being addressed (copy attached). The Nat West bank accounts will be closed before the end of the financial year. Recommendation 5 would be addressed by the staffing committee's appraisal process due to take place in April 2019.

235. Donations and Grants

7. **RESOLVED** to pay £25 donation to Citizens Advice Bureau and Norfolk Age UK. The committee requested further information from Drayton Village Hall in respect of their grant request.

236. Governance Review

8. The Clerk produced a report of the review of the documentation. There was one recommended change to Financial Regulation 8.1 regarding borrowing. The addition of the words “and signed by the Chairman and Proper Officer” should be added to the last sentence of the paragraph. **RESOLVED** to approve recommendation.

The Financial Risk assessment should make reference to CIL borrowing if this takes place in the new financial year. Broadland District Council have approved for up to £75,000 could be borrowed to pay for the Florence Carter Memorial Park play equipment upgrade. This was noted.

A number of considerations arising from the Internal Controls document review needed addressing to include:

- Consideration of a corporate strategy / plan once May 2019 elections are completed.
- Adoption of a Freedom of Information policy.
- Consideration of activity based risk assessments.
- Production of briefing sheet for Chairman’s expenses budget line.
- Closing Nat West bank accounts.
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237. NP Law Parish Council Subscription Service

9. **RESOLVED** to subscribe for the 2019/20 financial year.

238. **RESOLVED** to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during discussion of agenda item 11 because of the confidential nature of the business to be discussed.

Meeting closed to Press and Public 8.34pm

Confidential item

239. Recommendations from Staffing sub committee.
11. **RESOLVED** to accept recommendations from Staffing sub committee meeting

Meeting ended 8.36pm