

The public is reminded that these are DRAFT minutes, which means that they are not approved at the time of publication and may be subject to amendment before final approval at the next Parish Council meeting. The agreed minutes will be uploaded once they have been agreed by the Council at the appropriate meeting.

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Tuesday 6th July 2021 at 7pm.

PRESENT: Councillors Ford (Chairman), Mrs Thompson (Vice Chairman), Crabtree, Pavey and Williams

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

GR21/07/1 TO ELECT A CHAIRMAN OF THE GOVERNANCE REVIEW COMMITTEE FOR THE 2021/2022 MUNICIPAL YEAR

It was proposed by Cllr Pavey, seconded by Cllr Crabtree and

GR21/07/1.2 RESOLVED: that Cllr Ford is elected Chairman of the Governance Review Committee for the 2021/2022 municipal year

On a vote being taken the matter was approved unanimously.

GR21/07/2 TO APPOINT A VICE CHAIRMAN OF THE GOVERNANCE REVIEW COMMITTEE FOR THE 2021/2022 MUNICIPAL YEAR

It was proposed by Cllr Ford, seconded by Cllr Crabtree and

GR21/07/2.2 RESOLVED: that Cllr Mrs Thompson is appointed Vice Chairman of the Governance Review Committee for the 2021/2022 municipal year

On a vote being taken the matter was approved unanimously.

GR21/07/3 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received; all members were present.

GR21/07/4 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25

There were no interests declared.

GR21/07/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR21/07/6 PUBLIC PARTICIPATION

There were no comments from the public.

GR21/07/7 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 24TH MARCH 2021 AND THE CHAIRMAN TO SIGN THEM

It was proposed by Cllr Pavey, seconded by Cllr Crabtree and

GR16/01/7.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 24th March 2021 are received and approved and signed by the Chairman.

On a vote being taken on the matter there were 3 votes FOR and 0 votes AGAINST.

GR21/07/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

In response to a question the Clerk confirmed that the Maternity Risk Assessment was still accurate and that she was happy with the work she was completing.

GR21/07/9 TO REVIEW THE COUNCILS FINANCIAL REGULATIONS AND MAKE RECOMMENDATIONS TO FULL COUNCIL

Cllr Williams left the meeting during the discussion at 7.58pm.
Cllr Williams re-entered the meeting during the discussion at 8.06pm.

Members discussed the Council's adopted Financial Regulations and the NALC Model Financial Regulations in great detail.

It was proposed by Cllr Pavey, seconded by Cllr Mrs Thompson and

GR21/07/9.2 RESOLVED: that the following amendments are made to the Council's currently adopted Financial Regulations and to recommend to Full Council that the changes are approved and the Financial Regulations updated:

- a. 1.6 – amend to read 'These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.'
- b. 3.1 – delete
- c. 3.2 – delete
- d. 4.1 – amend to read 'Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority will be determined by:'
- e. 4.1i – amend to read 'Full Council for ...'
- f. Bullet point 4.1iv will be added to read 'the Clerk for any items below £100, where a regular contractor is appointed to complete handyman/play equipment maintenance and safety works.'
- g. 4.3 – delete
- h. 4.4 – amend to read 'Unsent provisions in the capital budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Finance and Resources Committee.'
- i. Section 5 – titled 'Awarding Grants' – delete
- j. Add a new Financial Regulations under 7.6 to read:
 - i. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members, are retained and any payments are reported to the Council as made. The approval of the use of a banker's standing order shall be renewed by

resolution of the Council at least every two years.

ii. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to the Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

iii. If thought appropriate by the Council, payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

iv. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for

remote authorisation of bank payments.

- k. 7.10 – amend to read ‘Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.’**
- l. 7.11 – delete**
- m. 7.13 – delete**
- n. 7.14 – delete**
- o. 7.15 – delete**
- p. 7.16 – amend to read ‘Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Administration Assistant and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.’**
- q. 8.6 – amend to read ‘Before employing interim staff, the Council must consider the business case.’**
- r. 10.5 – amend to read ‘All cash sums in excess of £10.00 received on behalf of the Council shall be banked intact as directed by the RFO. Cash sums below £10.00 shall be included in the Council’s cash ...’**
- s. 10.10 – delete**
- t. 12.2 – amend to read ‘12.2 Where it is intended to enter into a contract exceeding £2,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out ...’**

- u. **12.6 – amend to read ‘12.6 If less than three tenders are received for contracts above £2,000 or if all the tenders are identical Full Council ...’**
- v. **16.4 – amend to read ‘All members and employees of the Council ...’**
- w. **Section 17 – delete**
- x. **18.1 – amend to read ‘18.1 The Council is responsible for putting in place arrangements for the management of any financial risk.’**
- y. **18.2 – delete**

On a vote being taken the matter was approved unanimously.

GR21/07/10 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the 28th July 2021, 7pm in a venue to be confirmed.

There being no further business the Chairman closed the meeting at 8.14pm.

Signed: Chairman

Date:

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