

**Governance Committee Meeting**

**Tuesday 29th October 2024**

**MINUTES**

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| **1** | **Attendance and apologies:** Cllr Martin Whiteley (Governance Chair), Cllr Amanda Miller, Cllr Peter Bulmer  **Apologies:** Cllr John Salt, Cllr Krissie Myler  **In attendance (non-voting):** Keith Scargill (Chair of Council), Kath Lloyd (out-going Clerk), Andrew Davies (Clerk) |
| **2** | **Open Forum:** No members of public present. It was agreed without any objections that Cllr Amanda Miller will be Vice Chair for future Governance Committee meetings. |
| **3** | **Declarations of Interest:** there were no declarations of interest from councillors |
| **4** | **Grant Application Form**: Discussion regarding wording and phrasing of draft policy document. Matters discussed such as wording of Great Boughton Council and layout. Decision to reword exclusion of political groups and religious groups to only include exclusion regarding political/religious beliefs. As buildings in community such as Caldy Valley Neighbourhood Church would be excluded from grants if current policy remained.  Discussion took place regarding flexibility of value to grants internally over £1000 maximum for assets such as Vicars Cross Community Centre. The external grant application for outside organisations will remain at £1000 maximum.  **Action:** Amendments as above to be made to Grant Awarding Policy Document. Application form to be made available on website with who/why form. |
| **5** | **Asbestos Management Plan:** Update of current actions to date given to committee. Cllr Otter is currently obtaining quotes for the removal of all asbestos from the site. It was agreed that the removal of all asbestos on the site would be favourable option if costs are viable. Cllrs requested that any contractor employed to complete work are thoroughly vetted and if possible references completed before any work commences. It was agreed in meantime an asbestos management plan would be completed and all allotments holders updated with this action.  **Action:** To be further discussed at next full council meeting when costs are known  Consider compensation by way of nonpayment of rent for shed holders with roofs removed  Allotments holders to be updated of current actions  Asbestos Management plan to be completed by clerk  Update CWAC of Martin Doyle (Lead Environmental Protection Officer) of intentions |
| **6** | **Finance:**   1. Annual Governance Procedures- No issues raised by auditors 2. Operational Finance Procedures   The current procedures were discussed at length by the committee. It was agreed the current clerk’s authorisation will remain at £500 but it is anticipated this amount would only by used in exceptional/unforeseen circumstances.  The VXCC manager has authority to authorise £100 and £500 with clerks approval. This procedure is to remain.  The authorisation of larger invoices was again discussed at length by the committee. It was agreed that invoices over £15,000 would require councillors’ approval/signature prior to any payment. Further day to day procedures were discussed and role of deputy clerk in monitoring of transactions. It was agreed current process of transactions being reviewed/checked at least weekly was adequate by the deputy clerk.  Actions: Clerk to discuss with Lloyds Bank if debit card limits can be imposed on VXCC managers and clerks’ cards  Agreed above matters do not require referral to full council. |
| **7** | **Information Exchange:** none shared. |
| **8** | 1. **Delegated decisions to report to council:**   Update to operational finance procedures as decided by Governance Committee   1. **Recommendations for Parish Council:**   Management plan and update of costs for asbestos removal from allotments to be referred to next full council meeting for further discussion.  Grants Policy and recommendations to be referred to full council for approval. |