

**Governance Committee Meeting**

**Tuesday 4th March 2025**

**MINUTES**

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| **1** | **Attendance:**  Cllr Martin Whiteley (Governance Chair), Cllr Amanda Miller, Cllr Peter Bulmer, Cllr John Salt, Cllr Krissie Myler  **In attendance (non-voting):** Cllr Keith Scargill (Chair of Council), Cllr Sam Otter, Cllr Sian Wilkes, Cllr Julie Felgate, Cllr Amanda Thomas, Sophia Samuel (Deputy clerk) |
| **2** | **Open Forum:** No members of public present. |
| **3** | **Minutes and matters arising:** The minutes of the last Governance meeting held on Tuesday 7th January 2025 were received and approved by all. They were signed by chair Cllr Whiteley.  No matters arising. |
| **4** | **Declarations of interest:** No declarations of interest were declared on the items on the agenda. Chair noted that Declaration Forms for all members should be updated to ensure records are up to date.  **Resolved:** To distribute Councillor Declarations of Interest forms to ensure correct and up to date |
| **5** | **Severn Trent Email:**  Councillors considered the email from Severn Trent asking each Parish to choose one local project from a list to fund. Cllrs discussed how the list was formed with no impact from the Council, but a Facebook group called Chester Resilience that suggested the items upon the list.  Discussion took place on items, noting two were in parish but privately owned and Sandy Lane was bordering Parish, Cllrs felt support in this area would be most beneficial to our residents. The chat bench near the Duck Feeder was suggested as the item the Council would propose.  Proposed: Cllr Felgate  Seconded by Cllr Miller  Voted upon and approved by all Cllrs.  **Resolved:** Clerk to write to Severn Trent, before 14th March, with Council recommendation but also state, that if not a chat bench, Great Boughton Council would support financing in the Sandy Lane area. |
| **6** | **Councillor Vacancy:**  Deputy Clerk presented two posters designed by the Clerk to advertise any future Councillor Vacancy, style A and style B with a Loudspeaker logo.  Cllrs voted on preferred style, and all voted for Poster B unanimously.  Cllr Bulmer provided update on existing Councillor Vacancy stating there have been two interested parties. He proposed that the Council Chair, Vice Chair and Clerk should have an informal meet with both candidates prior to the full Council Meeting to talk about role and introduce the Council. Following, the candidates will be invited to Full Council Meeting and a vote taken. Discussion took place over a Declaration of Interest being completed on paper at the informal meeting that would be distributed to Cllrs at the Parish Council meeting. A potential GDPR situation was suspected by Cllr Salt which will be investigated. All Cllrs in favour of this procedure and the introduction and vote on new Cllr being placed on next agenda for full Council Meeting.  **Resolved:**  Poster B is preferred advertisement for future.  Clerk to invite candidates to informal meet with himself, Chair and Vice Chair of Full Council.  Clerk to investigate completing and distributing Declaration of Interest before position is accepted  Introduction and vote on potential Councillor to be placed upon agenda for next Full Council Meeting |
| **7** | **Emergency Funding for Parish Clerk:**  Cllr Otter proposed that the emergency budget for Clerk to act on behalf of the Council, but without Cllr approval, of £500 had been sent 7/8 years prior and was now too low as identified as two trees costing £800 fell in previous storm.  Discussed and all agreed a two-stage resolution was preferred than simply increasing value. The Clerk will be able to act upon own authority in emergency, on behalf of the Council, up to £500. For matters of urgency or emergency with costs arising between £500 and £1,000, a second approver would be required to support the decision , which would be any from Chair or Vice Chair of Full Council or one of the three Chairs of the Committees. This approval could be sought on email or what’s app for speed of response,  **Resolved:**  Clerk is now able to seek a second Cllr approver from Chair, Vice Chair or Chair of Committee for emergency or urgent spends between £500 - £1,000 on what’s app to speed Council’s reaction time.  Clerk to check Standing Orders for Clerk’s authorisation to spend in August |
| **8** | **Swing Seat Repair to Vaughans Lane Play Area:**  Cllr Otter advised that this was now not needed as the costs were less that £500 and the Council had already an agreed, established relationship in place with Winsford Town Council to fulfil the annual safety checks and repair items in our playgrounds. This had allowed the Clerk to contact Winsford immediately and progress the repair prior to the Council Meeting for safety reasons. |
| **9** | **Development Evening Update:**  Cllr Miller asked if any feedback had been gained. As the first draft had been distributed, all felt that feedback from all Councillors at this point would be essential and as such, an action was created to ask all Cllrs to provide Cllr Miller with feedback. This will be taken to a working party of Cllr Miller, Cllr Myler and Cllr Thomas who will add more details to each proposal. Cllrs are asked to look toward the proposed pledge which is designed to help with retention and recruitment of Cllrs and consistency and commitment to the Council. Introductory packs were discussed and the benefits to new Cllrs and the pledge would take part. Suggested that an overview of Standing Orders would be beneficial for new starters. The structure review was discussed and the flatter structure that the current committee system is based upon was discussed with he ability to change frequency of meetings suggested to assist work load for all.  **Resolved:**  To email all Cllrs asking them to provide feedback on all items, including pledge, to Cllr Miller before or within Full Council meeting.  Clerk to schedule future Committee Meetings based upon the current structure.  Cllr Miller to schedule a second meeting to develop ideas further after receiving Cllr feedback, |
| **10** | **Councillor’s reports and items for future agenda:**   * Cllr Bulmer gave an update regarding the Students progression with the wide community survey and it will be distributed via social media and leaflets at the library, shops etc. Also, two evening drop in sessions suggested at the URC and Caldy Calley Community Centre. As these two students complete their degree, potentially the project may transfer to further students as a legacy project. * Cllr Salt proposed an item for the Full Council Meeting. After extensive research on AI developments, Cllr Salt is in a position to provide a 10 min talk to Full Council and public on “AI and the Impact on Council Business.” All Cllrs in attendance approved the item for the next agenda. |
| **11** | **Delegated Decisions to report to Parish Council:**  Recommendation of Chat Bench at Sandy Lane to Severn Trent  **Recommendations for Parish Council:**  Two Potential Councillors to attend and be voted upon at next Parish Council |