

**Governance Committee Meeting**

**Tuesday 6th May 2025**

**MINUTES**

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| **1** | **Attendance:**  Cllr Martin Whiteley (Governance Chair), Cllr Amanda Miller, Cllr Peter Bulmer, Cllr Krissie Myler, Cllr Julie Felgate (arrived at 6.33pm)  **Absent:** Cllr John Salt  **In attendance (non-voting):** Cllr Sam Otter, Cllr Sian Wilkes, Sophia Samuel (Interim clerk) |
| **2** | **Open Forum:** No members of public present. |
| **3** | **Minutes and matters arising:** The minutes of the last Governance meeting held on Tuesday 6th March 2025 were received and unanimously held as a true record. 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. |
| **5** | **Councillor Vacancy:** Discussion took place regarding Council activities once Civic team notify that the Notice of Vacancy can be brought down. It was agreed that the Council would recommend to Council that the 2nd Applicant be Co-opted at next Full Council meeting if no other applicants come forward.  Cllr Felgate arrived at 6.33pm  **Vote:** Proposed: Cllr Whiteley, Seconded: Cllr Bulmer; All in favour.  **Recommendation:** Committee to recommend Co-opting the second applicant from the previous advertisement at next Full Council, if no election is requested by Civic Team and no other applicants. |
| **6** | **Interim Clerk Contract:** Cllr Whiteley informed Committee that 3-month contract will need extending prior to 22nd May. A further 3-month extension was suggested.  **Vote:** Proposed: Cllr Miller, Seconded: Cllr Whiteley; All in favour.  **Resolved:** Cllr Whiteley will prepare a second letter for Clerk for further 3 month period. |
| **7** | **Development Work:** Cllr Miller reported that the Development Working Party has been looking at the terms of reference for the Committee structure and feel there are multiple overlaps. Also, some responsibility listed as for Council is duplication as Clerk responsibilities. The Working party is looking at varying structure for two Committees; one Senior Group/Executive Committee and the other similar to JMC, to oversee VXCC.  This work is larger scale and would require a presentation of changes to whole Council and re-writing of Terms of Reference.  Discussion took place that this was a larger scale piece of work which would not be completed by the Annual Meeting but could be introduced during the next coming year when complete.  Suggestion was to continue with the current structure of Committees and Terms of Reference and this would be recommended to Full Council at the Annual Meeting but with a change in frequency to one Committee meeting per month.  **Action:** Clerk to prepare new schedule of Committee meeting dates in view of one per month  **Recommend:** Governance Committee to recommend Chair can approve Terms of Reference and Committee Structure at Annual Meeting, with a change to frequency based upon new table of meetings to be attached to terms of Reference. |
| **8** | **Finance:** A Summary of Annual Receipts and Payments for year ending 31st March 2025 and Bank Reconciliation was presented to the Committee and the financial Annual Governance Statement was presented. A comparison of annual actual spend to budget figures for 2024/25 for both Great Boughton Council and Vicars Cross Community Centre accounts were also presented.  The layout and style were agreed to be effective for clear and transparent accounting.  Council voted upon whether the figures were a true reflection of our accounting and the AGAR figures were correct.  **Vote:** Proposed: Cllr Whiteley, Seconded: Cllr Bulmer; All in favour.  **Resolved:** Governance Committee to recommend the Chair sign the AGAR on the basis of these figures. |
| **9** | **Updates to Existing Policies:** The Committee extensively reviewed the existing policies and new Model policies for the Council.  These current policies have been reviewed and are recommended, with logo update, for Chair to sign at Full Council with no amends. These policies are currently published on the Great Boughton Parish Council Website. These are:  Financial Risk Assessment  Asset Register 2025  Code of Conduct – adopt in Current form but may change with Development work in future  Process & Voting Policy for Co Option  Equality & Diversity Policy  General Privacy Notice  Health & Safety Policy  Lone Worker Policy  Complaints Policy  New Policies to be recommended for adoption by Chair at Full Council Meeting:  Document Retention Policy  Child Protection & Safeguarding Policy  The new IT Policy was seen to have too much overlap with Communication Policy and will be worked further upon for presentation and review in regard to adopt at next full Council Meeting. Cllr Whiteley agreed to combine Communication and IT policies into one clear policy.  NALC have introduced Model Standing Orders and Model Financial Regulations to incorporate new changes to tendering process legislation. The Committee felt that Great Boughton Council always follow National Models and so will adopt, with personalisation, the new Model standards.  The Model Standing Orders changes were made to comply with new procurement legislation and ensure consistency with Model Financial Regulations. Changes are in section 18, a.v, &18.c.  Also, a change to 3.i, a person shall stand while speaking and changes at 17c and e, financial reporting requirements.  There are a number of omissions which allow Parish Council to tailor the policy and Committee agreed all existing limits will be transferred to ensure continuity. Noted, it is a new format, but GBPC will adopt the NALC layout.  The Model Financial Regulations; there are a number of figures which can be tailored to suit the Council’s agreed limits. These are substantially higher that GBPC previous figures. It was decided to compare the original Model figures with our current limits to take a final view and recommendation for Council.  Terms of Reference; As per point 7, Terms of Reference has been reviewed and dates of meetings to be amended.  **Recommendations:** A number of policies have been reviewed and will be recommended for adoption with minor logo changes at Annual Meeting.  Two new policies are recommended for adoption at Annual Meeting.  Model Standing Orders have been reviewed and are recommended for adoption at Annual Meeting.  Model Financial Regulations are recommended for comparison and a view to be taken on final figures and wording at Annual Meeting  Terms of Reference Timings to be amended as point 7  **Action:** New IT Policy to be written by Cllr Whiteley for adoption at Annual Meeting |
| **10** | **Councillor’s reports and items for future agenda:**   * None |
| **11** | **Delegated Decisions to report to Parish Council:**   * Cllr Whiteley will prepare a second letter for Clerk for further 3-month interim period.   **Recommendations for Parish Council:**   * Committee to recommend Co-opting the second applicant from the previous advertisement at next Full Council, if no election is requested by Civic Team and no other applicants. * Chair can approve Terms of Reference and Committee Structure at Annual Meeting, with a change to frequency based upon new table of meetings to be attached to terms of Reference. * Policy reviewed will be recommended for adoption as detailed in point 9. |
| **12** | **Date of next meeting:** 8th July 2025 |