

**Downham Market Town Council
Governance Committee Meeting
Tuesday 05 March 2024 at 10am**

This meeting was held at Downham Market Town Hall,
Bridge Street, Downham Market, Norfolk PE38 9DW

	<p>Present</p> <p>Committee Chair – Cllr Incorvaia</p> <p>Committee Members - Cllrs Brewer, Perkin & Pyatt</p> <p>Town Clerk – Claire Dornan</p> <p>There were no members of the public present</p>
	<p>The Chair advised the nearest fire exit and meeting location in the event of the alarm sounding. No tests were scheduled throughout the course of the meeting.</p> <p>The Chair asked that phones be placed on silent.</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>There were no apologies received.</p> <p>As Cllr Moyses had not provided apologies for 2 meetings since the Full Council Policy implementation on 23 January 2024, a vacancy has now arisen and will be advertised to Cllrs.</p>
2	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations made.</p>
3	<p><u>Public Participation – 15 minutes allowed</u></p> <p>There were no members of the public present and the Town Clerk had received no correspondence.</p>
4	<p><u>To approve the minutes of the meeting held on 13 February 2024</u></p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p>

	<p>‘That the minutes of the meeting held on 13 February 2024 be accepted as a true record.’</p> <p>All In Favour</p>
5	<p><u>To receive draft FOI Publicity Policy and make recommendation to Full Council</u></p> <p>The FOI Publicity Policy production is still in progress and was not ready for consideration.</p>
6	<p><u>To receive draft Enhanced DBS Policy Statement</u></p> <p>Members discussed the policy and agreed to take out the last line in the draft.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Pyatt</p> <p>It was resolved:</p> <p>‘That the Enhanced DBS Policy, with the agreed amendment, be recommended to Full Council for adoption.’</p> <p>All In Favour</p>
7	<p><u>To receive draft policy for granting of the Honorary Freedom of the Town</u></p> <p>The Town Clerk had been unable to locate a policy on granting the Honorary Freedom of the Town and suggested that the Town Council had a policy.</p> <p>It is noted that the Town Council bestowed the honour to Members of IX(B) Squadron at RAF Marham after they returned to the area following a four-month deployment to Afghanistan in September 2014.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the Granting of the Honorary Freedom of the Town Policy be recommended to Full Council for adoption.’</p> <p>3 In Favour 1 Abstention – Cllr Pyatt</p>
8	<p><u>To receive draft Sponsorship Policy</u></p> <p>It was noted that Downham In Bloom Committee are considering sponsorship packages and therefore the Town Clerk recommended that the Council have a policy in place to ensure that the Town Council was not exposed to reputation risk and that Town Councillors were not accused of personal gain.</p>

	<p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the Sponsorship Policy be recommended to Full Council for adoption.’</p> <p>All In Favour</p>
9	<p><u>To receive draft Workers Protection Act 2023 Policy</u></p> <p>Following notification of a new law, the Town Clerk recommended that the Town Council take proactive action to set out the Council’s expectations in order to meet the requirements of the legislation.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the Workers Protection Act 2023 Policy be recommended to Full Council for adoption. It should be noted that updates to this Policy will likely be needed as the Council will receive legal notes prior to implementation in October 2024.’</p> <p>All In Favour</p>
10	<p><u>To receive amended Risk Register</u></p> <p>The Committee were asked to review the Risk Register again as queries had been raised prior to debate at Full Council.</p> <p>The Town Clerk and Chair reviewed the document again and simplified the key to make the colour coding more intelligible.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the updated Risk Register be recommended to Full Council for adoption.’</p> <p>All In Favour</p>
11	<p><u>To draft a policy for the Downham Market Honour Board (National & International Sporting Champions)</u></p> <p>Following a request from a member of the public for her daughter to be added to the Honour’s Board a long discussion ensued. Members agreed that re-opening the Downham Market Honours Board could cause confusion and may lead to retrospective nominations being received in volume and possibly posthumously.</p>

	<p>Proposed – Cllr Incorvaia Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the Downham Market Honour Board remain closed with no further plans to re-open the nomination process.’</p> <p>All In Favour</p>
12	<p><u>To receive Fire Risk Assessment</u></p> <p>Members were provided with a copy of the reports compiled by Robert Wise Ltd in February 2024, following an assessment in December 2023.</p> <p>The Town Clerk gave an overview of actions taken or to be taken. Members were supportive of the actions.</p>
12.1	<p><u>Jubilee Community Centre</u></p> <p><u>High Priority</u></p> <p>The Town Clerk confirmed that all inspections were up to date.</p> <p>PAT was due to commence within the next month following receipt of formal training by Chris & Justin in February 2024.</p> <p><u>Advised</u></p> <p>That the gates to the side of the JCC would be left open so that there is an unimpeded exit to this area in the event of a fire. This would save the expense of a key enclosed in break glass as had been recommended.</p> <p><u>Moderate Priority</u></p> <p>The 3 hour emergency lighting discharge test is due imminently.</p>
12.2	<p><u>Town Council Office</u></p> <p><u>High Priority</u></p> <p>The Town Clerk confirmed all the records are all up to date.</p> <p>The Town Clerk advised that PAT was started on Friday 01 March 2024.</p> <p>It was noted that Steward Safety, who completed the signage inspection last Thursday, do not recommend the rear exit being a fire exit route given the uneven flooring to the</p>

	<p>rear however it will be maintained as an informal exit. No action will therefore be taken in relation to the rear gate.</p> <p>The Town Clerk advised that the ‘Doorgard’ on the lower floor was fixed before Christmas.</p> <p>The Town Clerk confirmed 2 posts were installed a couple of weeks ago in front of the gate to prevent parking onto the informal emergency exit.</p>
13	<p><u>To receive an update on monthly finance checks</u></p> <p>Cllrs Incorvaia & Perkin completed the 10% check on January 2024 prior to the meeting. No issues were found.</p> <p>Members suggested that there be a clearer segregation of duties when dealing with finances. It was suggested that the Administrators add the invoices to the accounting system, the Deputy Clerk make payments and the Town Clerk complete the monthly Bank Reconciliations unless. This would ensure a minimum of 3 people review all entries, in addition to the 2 Cllrs completing the 10% check.</p> <p>Members discussed the request from Human Resources Committee in reinstate the monthly salary check by the Mayor. Members agreed that there should be a minimum of 2 Cllrs completing any checks and that the check should be completed by 2 Cllrs from the following selection; The Mayor, Deputy Mayor, Human Resource Committee members.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the Policy Statement, drawn up by The Chair, be recommended to Full Council for adoption.’</p> <p>All In Favour</p>
14	<p><u>To review overspend requests</u></p> <p>There was one overspend request from the Property Committee, following their meeting on Thursday 29 February 2024, relating to the upgrade work on the TVR valves required at the Town Hall to make the heating system functional.</p> <p>Members agreed that following an assessment of the request, that they are supportive of the work being completed immediately due to the cost benefit to the Town Council, the environmental benefits and the health benefits of having heating to the rear of the stage and managing the heat levels at the entrance to the building.</p> <p>Members had sight of the quote which Property Committee approved.</p>

	<p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the Governance Committee support the request of the Property Committee to upgrade the TVR valves in the Town Hall and take the funds required to complete the work from Town Council Reserves.’</p> <p>All In Favour</p>
13	<p><u>To agree date of next meeting</u></p> <p>The next meeting was scheduled for Tuesday 16 April 2024 at 10am in the Town Hall.</p> <p>Cllrs Incorvaia and Perkin are to complete the finance check prior to the meeting at 9am.</p>
	Meeting closed: 11:23am
	SIGNED
	DATE