

**Downham Market Town Council
Governance Committee Meeting
Tuesday 13 February 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>Non-Committee Members – Cllr Hobbs Town Clerk – Claire Dornan</p> <p>There were no members of the public present</p>
	<p>The Chair advised the nearest fire exit in the event of the alarm sounding was the side door in the Grand Hall and explained that the meeting point was on the far side of the car park near the wall next to Coggles.</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>
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>Cllr Hobbs did not wish to speak. The Chair welcomed Cllr Hobbs to speak during the meeting.</p>
4	<p><u>To approve the minutes of the meeting held on 09 January 2024</u></p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 09 January 2024 be accepted as a true record.’</p> <p>3 In Favour 1 Abstension – Cllr Pyatt who was not present at the last meeting</p>

5	<p><u>To receive draft Sustainability Policy and make recommendation to Full Council</u></p> <p>Proposed – Cllr Incorvaia Secoded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the Sustainability Policy be recommended to Full Council for adoption.’</p> <p>All In Favour</p>
6	<p><u>To receive draft FOI Publicity Policy and make recommendation to Full Council</u></p> <p>This Policy was not available to consider however it was nearing completion. It was agreed that any discussion would be postponed until the next meeting.</p>
7	<p><u>To receive draft Financial Reserves Policy and make recommendation to Full Council</u></p> <p>Proposed – Cllr Incorvaia Secoded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the Financial Reserves Policy be recommended to Full Council for adoption.’</p> <p>All In Favour</p> <p>It was noted that an update will be required when the Council has confirmation of their new savings account.</p>
8	<p><u>To receive draft Credit Management Policy and make recommendation to Full Council</u></p> <p>Proposed – Cllr Incorvaia Secoded –Cllr Pyatt</p> <p>It was resolved:</p> <p>‘That the Credit Management Policy be recommended to Full Council for adoption.’</p> <p>All In Favour</p>
9	<p><u>To receive draft Risk Management Policy and make recommendation to Full Council</u></p> <p>Cllrs discussed the reputational risk to the Council of Councillors not declaring a pecuniary interest.</p> <p>It was agreed to add the following to 3.3 (f):</p> <p>‘At the beginning of each Council meeting, the Chair will remind Councillors of their responsibility to declare any interest whether it be pecuniary or not, and the importance</p>

	<p>of declaring an interest to avoid financial penalty and reputational damage to themselves and the Council.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the Risk Management Policy be recommended to Full Council for adoption, with the addition discussed to 3.3 (f).’</p> <p>All In Favour</p>
10	<p><u>To receive draft Risk Register and make recommendation to Full Council</u></p> <p>The Town Clerk had prepared an extensive draft Risk Register ahead of the meeting. The Committee went down the Risk Register line by line and decided on the score for ‘Likelihood of risk occurring’ and ‘Impact on the Council if the risk occurred.’</p> <p>Members agreed that the Council need to adopt a DBS Policy Statement to protect the Council. This is to be discussed at the next Governance Committee meeting.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the Risk Register be recommended to Full Council for adoption, with the addition of the scores agreed by the Committee.’</p> <p>All In Favour</p> <p>Members asked that the Town Clerk be formally thanked for the work on preparing the Risk Register.</p>
11	<p><u>To receive an update following Fire Risk Assessment meeting on 20 December 2023</u></p> <p>The Committee had reviewed the Fire Risk Assessment for the Town Hall which had been received from the assessor on Thursday 08 February 2024.</p> <p>The below report had been received from the Town Clerk ahead of the meeting:</p> <p><u>Priority - High</u></p> <p>The Fire Policy has been confirmed as up to date (see 25.3) and all staff know their roles as they received Fire Warden training on 20 December 2023 (see 25.6). All Cllrs are now reminded of their responsibilities at the start of every Council meeting and this is minuted. Hirers already receive a copy of the Fire Procedure.</p>

	<p>PAT – 2/3 of the operational staff are attending a Face to Face PAT course in Norwich on 15 February 2024. The responsible person is on long term sick leave and this is why the action has been taken to prevent items not being checked prior to the summer.</p> <p>Drapes – This is in the Grand Hall. Extinguisher holders have been purchased to stand in front of the curtains when the drapes are in position. Drapes are not permanently up in the Grand Hall.</p> <p><u>Priority - Moderate</u></p> <p>The smoke seals were approved by the Fire Service during their inspection for the Wedding Licence in March 2022 (see 25.7). These however will be routed in the next financial year as part of upgrade work.</p> <p>Zone Plan – See 25.4 which confirms a zone plan is in place. The refuge area cannot be reinstated until the upgrade work to the offices is complete. This is anticipated to take place by 31 March 2024.</p> <p>Gas Intake Warning Sign – Had been put in a frame and placed next to the Boiler Room as did not attach to door sufficiently.</p> <p>Members will review the Jubilee Community Centre & Town Council Offices at their next meeting.</p>
12	<p><u>To review overspend requests from Committees (2023/2024)</u></p> <p>There was one overspend request from the Property Committee, following their meeting on Thursday 08 February 2024:</p> <p>Proposed – Cllr Jordan Seconded –Cllr Lewis</p> <p>It was resolved:</p> <p>‘That the Town Clerk be provided with a budget of £3,000, subject to approval from Governance Committee, to install a security system, which meets the requirements of The Regulatory Reform (Fire Safety) Regulation Order 2005, on the Town Hall entrance to prevent unauthorised entry.</p> <p>Expenditure will come from Reserves, however the work is recommended by the Town Clerk due to the need to maintain the safety of Council employees, volunteers and hires.’</p> <p>All In Favour</p> <p>Members agreed that following an assessment of the lone working risk that due to there having been an increase of anti-social behaviour at the Town Hall over a short period of time and over multiple occasions that they would support the request from the Property Committee. The Town Clerk confirmed that she had discussed the idea with a Rapid</p>

	<p>Response Police Officer following an incident on Saturday 10 February 2024 and they were supportive.</p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the Governance Committee support the request of the Property Committee to install an entry system at the Town Hall, with the expenditure coming from 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 05 March 2024 at 10am in the Town Hall.</p> <p>The next agenda is to include:</p> <p>FOI Publicity Policy Fire Risk Assessment – Jubilee Community Centre Fire Risk Assessment – Town Council Office DBS Policy Statement Update on monthly finance checks completed by the Committee</p>
	Meeting closed: 11:56am
	SIGNED
	DATE