

**Downham Market Town Council  
Governance Committee Meeting  
Tuesday 20 June 2023 at 10am**

This meeting was held at the Town Council Offices, 15 Paradise Road, Downham Market,  
Norfolk PE38 9HS

	<p><b>Present</b></p> <p>Committee Chair – Cllr Incorvaia</p> <p>Committee Members - Cllrs Brewer, S Moyses, Perkin &amp; Pyatt</p> <p>Non – Committee Member – Cllr Wiles</p> <p>Town Clerk – Ms C Dornan</p> <p>There were 0 members of the public present</p>
Notes	The meeting started at 10:02am as the Office had WiFi issues that the Town Clerk was resolving with the provider.
001	<p><b><u>To receive Members' Apologies for Absence</u></b></p> <p>All members were present and therefore no apologies were required.</p>
002	<p><b><u>To receive Members' Declarations of Interest</u></b></p> <p>There were no declarations made.</p>
003	<p><b><u>Public Participation – 15 minutes allowed</u></b></p> <p>There were no questions received ahead of the meeting.</p> <p>Cllr Wiles did not wish to speak.</p>
004	<p><b><u>To approve the minutes of the meeting held on 06 June 2023</u></b></p> <p><b>Proposed – Cllr Brewer                      Seconded –Cllr Pyatt</b></p> <p>It was resolved:</p> <p><b>'That the minutes of the meeting held on 06 June 2023 be accepted as a true record.'</b></p> <p><b>All In Favour</b></p>

005	<b><u>To receive draft policies and make recommendations to Full Council:</u></b>
005.1	<p><b><u>Cash Handling Policy</u></b></p> <p>Members discussed the Cash Handling Policy. It was agreed to make some adjustments. Cllr Brewer to meet with the Town Clerk ahead of the next meeting to discuss further.</p>
005.2	<p><b><u>Financial Regulations</u></b></p> <p>The Committee discussed approval levels for expenditure items between £3,500 and £5,000 as the Council no longer had a Finance Committee.</p> <p>Whilst reviewing the Financial Regulations, Cllr Incorvaia had noticed that the approval levels under 4.1 missed an approval level between £2,000 and £3,500.</p> <p>The current policy states:</p> <p>Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:</p> <ul style="list-style-type: none"> <li>• the council for all items over £5,000;</li> <li>• the Finance Committee, duly delegated, for authorised items £3,500-£5,000.</li> <li>• the Clerk, in conjunction with two Councillors £500-£2000</li> <li>• the clerk for authorised expenditure up to £500.</li> </ul> <p><b>Proposed – Cllr Incorvaia                      Seconded –Cllr Perkin</b></p> <p>It was resolved:</p> <p><b>‘That the Committee recommend to Full Council that for expenditure items between £500 and £5,000 authorisation must be provided by the Town Clerk and 3 Councillors.’</b></p> <p><b>All In Favour</b></p>
005.3	<p><b><u>Privacy Policy</u></b></p> <p>Despite the Policy having been circulated by The Town Clerk on 15 June 2023 only Cllr Brewer and Cllr Incorvaia had read the draft Policy. As the draft Policy had been prepared by the Town Clerk and Cllr Incorvaia, it was inappropriate to vote on the policy as only Cllr Brewer was independent. It was agreed that this policy would be discussed at the next meeting, allowing Cllrs Pyatt, Perkin and S Moyses a further fortnight to review the document.</p>
005.4	<p><b><u>Document Retention Policy</u></b></p> <p>As per Agenda Item 005.3</p>

005.5	<p><b><u>Complaints Policy</u></b></p> <p>As per Agenda Item 005.3</p>
005.6	<p><b><u>Abusive, Persistent or Vexatious Complaints Policy</u></b></p> <p>As per Agenda Item 005.3</p>
005.7	<p><b><u>Training &amp; Development Policy</u></b></p> <p>As per Agenda Item 005.3</p>
005.8	<p><b><u>Media Policy</u></b></p> <p>As per Agenda Item 005.3</p>
005.9	<p><b><u>BBQ Policy</u></b></p> <p>As per Agenda Item 005.3</p> <p>Cllr Moyses asked if the draft BBQ Policy included open fires. Cllr Incorvaia confirmed that it did not but would add it and then recirculate the policy ahead of the next meeting.</p> <p>Cllr Brewer asked that consideration be given to a Filming Policy. Cllr Incorvaia agreed to review the Human Rights Act 1998 Article 8.</p>
006	<p><b><u>To discuss and agree policy revision plans for:</u></b></p>
006.1	<p><b><u>Scheme of Delegation</u></b></p> <p>The Committee agreed that Cllr Incorvaia should draft the policy with the Town Clerk. The other members did not have time.</p>
006.2	<p><b><u>Bullying and Harassment Policy</u></b></p> <p>As per Agenda Item 006.1</p>
006.3	<p><b><u>Grievance Policy</u></b></p> <p>As per Agenda Item 006.1</p>

007	<p><b><u>To discuss next steps to obtain White Ribbon Accreditation (Approved by Full Council in December 2022)</u></b></p> <p>The Accreditation was discussed and it was suggested that the Town Council moves to a supporter organisation as opposed to an accredited organisation. It is for organisations where there are less than 250 staff and costs £150 per year rather than circa £1,000.</p> <p>10 Town Councils are supporter organisations.</p> <p>There is a suggestion that the Council has a male ambassador. The Town Council currently has 11 male Councillors. Councillors at the meeting did not want to volunteer and asked that the matter be referred to Full Council for further discussion.</p>
008	<p><b><u>To agree the date of next meeting</u></b></p> <p>The next meeting was agreed as 04 July 2023 at 10am in the Town Council Offices.</p> <p>The White Ribbon Accreditation is to be added to the Agenda at Full Council.</p>
	Meeting closed: 10:33am
	<b>SIGNED</b>
	<b>DATE</b>