

## **Minutes of the meeting of the Governance Committee held on Tuesday 30 April 2019, in The Vestry Rooms, Fore Street, St Erth, commencing at 7.00pm.**

**Councillors present:** K. Buzza, Mrs. W. M. Chappell and E.T. Taylor

**Others present:** Peter Rylett (Clerk to the Council)

**Apologies for absence:** Councillors Mrs. J. Lee and A. Spencer-Smith

### **GC1/18-19 Appointment of Chairman**

The Clerk requested nominations for the position of Chairman of the Committee for the 2019-20 municipal year and Councillor Buzza was proposed and seconded. There being no other nominations, it was

**RESOLVED** - that Councillor Buzza be appointed Chairman of the Governance Committee for 2019-20.

### **GC2/18-19 Appointment of Vice-Chairman**

The Committee agreed that there was no need to appoint a Vice-Chairman.

### **GC3/18-19 Declarations of interest**

None.

### **GC4/18-19 Constitution and Terms of Reference**

The committee considered its Constitution and Terms of Reference and

**RECOMMEND** - that subject to the words "Data Protection Act" being updated to "General Data Protection Regulations", the Constitution and Terms of Reference be approved and adopted.

(Action by: the Clerk)

### **GC5/18-19 Review and adoption of Standing Orders and Financial Regulations**

NALC had undertaken a review of its Model Standing Orders and CALC had subsequently provided a commentary on the proposed changes.

The Chairman highlighted the changes and reported that whilst work had started on updating the Council's current version, the task had not yet been completed. Accordingly, the committee

**RECOMMEND** - that the Chairman and Clerk continue to update the current version of Standing Orders and submit a report to the meeting of the Council on 4 June 2019.

(Action by: the Chairman and the Clerk)

Whilst no changes had been notified during the year, the Council's current version of Financial Regulations would need to be updated in line with the changes being made to Standing Orders and so the committee

**RECOMMEND** - that the Chairman and Clerk update the current version of its Financial Regulations in line with the changes being proposed to Standing Orders and submit a

report to the meeting of the Council on 4 June 2019.  
(Action by: the Chairman and the Clerk)

**GC6/18-19 Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities**

The Council had a Service Level Agreement (SLA) with Cormac for the cleaning and restocking of the Public Conveniences but was now monitoring usage over the next 12 months so that consideration of appropriate opening times and cleaning frequencies etc. would be informed by evidence.

The committee noted that the current arrangement with Cormac would continue until any changes were agreed.

**GC7/18-19 In an election year, if a Council's period of eligibility to exercise the power of wellbeing expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility**

The Clerk confirmed that this requirement did not apply to the Parish Council.

**GC8/18-19 Review of inventory of land and assets, including buildings and office equipment**

The committee reviewed the Council's Asset Register which was updated whenever required throughout the year as well as being reviewed annually by the Council's Financial Adviser and the Council's Internal Auditor in the preparation of the Annual Return to the External Auditors.

The committee noted the inclusion of the items, (laptop, laptop case, two fire extinguishers and data recorders), together with their value, which had been added to the Register during the year.

**GC9/18-19 Review and confirmation of arrangements for insurance cover in respect of all insured risks**

The Chairman reported that he had read through the detail of the Insurance Policy and was satisfied that it met all of the current needs of the Council.

The committee noted that the Policy was updated whenever required throughout the year as well as being reviewed annually by the Council's Financial Adviser and the Council's Internal Auditor in the preparation of the Annual Return to the External Auditors.

(The committee also noted the registers for financial and non-financial risk, which were reviewed annually by the Council's Financial Adviser and the Council's Internal Auditor in the preparation of the Annual Return to the External Auditors).

**GC10/18-19 Review of the Council's and/or employees' memberships of other bodies**

The committee was reminded that the Council belonged to the Cornwall Association of Local Councils (CALC) and Parish Online; and that the Clerk belonged to the Society of Local Council Clerks (SLCC).

Details of the services provided by each organisation were set out in the report, together with annual membership fees.

The committee noted that since Cornwall Council had made a free mapping service available, there was no need to pay for such a service by Parish Online and the committee

**RECOMMEND** - that the Council continues its membership of CALC and SLCC and discontinues its membership of Parish Online.

(Action by: the Clerk)

**GC11/18-19 Review of the Council’s complaints procedure(s)**

The committee noted that there were two complaint procedures: one dealing with Code of Conduct Complaints which was set out in Standing Orders; and a general complaints procedure published on its website, the latter of which had been reviewed, updated and adopted in February 2019.

The committee

**RECOMMEND** - that:

- 1. any changes required to the procedure for dealing with Code of Conduct Complaints be reviewed during the current review of Standing Orders; and
- 2. no changes are required to the general complaints procedure.

(Action by: the Chairman and the Clerk)

**GC12/18-19 Review of the Council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

The Council’s current policies were set out in the report and the committee noted that references to the Data Protection Act would be updated to read “General Data Protection Regulations.”

The Clerk was also requested to review the current Freedom of Information Act policy etc.

The committee

**RECOMMEND** - accordingly.

(Action by: the Clerk)

**GC13/18-19 Review of the Council’s policy for dealing with the press/media**

The committee considered the CALC model policy, the policies of three councils as examples and

**RECOMMEND** - that the CALC model, adapted for St Erth Parish Council and appended to these minutes, be adopted.

The Chairman closed the meeting at 7.55pm

Signed by

Chairman.....

Date.....

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