

Minutes of the meeting of the Governance Committee held on Tuesday 17 April 2018, in The Vestry Rooms, Fore Street, St Erth, commencing at 7.00pm.

Councillors present: K. Buzza, Mrs. W. M. Chappell, A. Spencer-Smith (arrived at 7.05pm) and E.T. Taylor

Others present: Peter Rylett (Clerk to the Council)

Apologies for absence: None

1/17-18 Appointment of Chairman

The Clerk requested nominations for the position of Chairman of the Committee for the 2017-18 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 2017-18.

2/17-18 Appointment of Vice-Chairman

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

3/17-18 Declarations of interest

None.

4/17-18 Review and adoption of Standing Orders and Financial Regulations

The Committee was reminded that it had undertaken a fundamental review of both these documents last year and that revised versions had been adopted by the Council on 4 April 2017. Since then, no national changes to Model Standing Orders or Model Financial Regulations had been notified and so the Committee:

RESOLVED - that as no changes have been notified, the Council adheres to the current versions of its Standing Orders and Financial Regulations which were adopted on 4 April 2017.

5/17-18 Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities

The Committee was advised that the Parish Council had a Service Level Agreement (SLA) with Cormac for the cleaning and re-stocking of the Public Conveniences and had decided that before it reviewed this SLA, (which would also provide the opportunity to tender the contract), it would monitor usage over a 12 months period so that decisions to vary opening times and/or cleaning frequencies etc. were soundly based.

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

6/17-18 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.

7/17-18 Review of inventory of land and assets, including buildings and office equipment

The Committee reviewed the Council's Asset Register and noted the inclusion of three items, together with their value, which had been added during the year.

The Committee agreed that the Ipad and case and the (Neighbourhood Plan) printer/copier should be listed under 'Councillor Taylor' rather than under 'Chairman'.

The Committee queried why the Asset Register had valued the Vestry Rooms and the Public Conveniences in different ways and also, whether the Council should seek to maximise the value of the Vestry Rooms in order to increase its loan-to-value ratio, which could be in the Council's best interests before applying to borrow money for renovations. The Committee

RECOMMEND - that the Clerk seek advice on these two points from the Council's Financial Adviser.

8/17-18 Review and confirmation of arrangements for insurance cover in respect of all insured risks

The Committee reviewed the Council's Insurance Policy 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 Chairman stated, and the Committee noted, that the only change from last year was that cover for costs arising from any contract disputes had been activated in the policy.

9/17-18 Registers for Financial Risk and Non-Financial Risk

The Committee considered and noted these Registers.

10/17-18 Review of the Council's and/or employees' memberships of other bodies

The Committee was reminded that the Council belonged to:

- a) Cornwall Association of Local Councils (CALC);
- b) Campaign to Protect Rural England (CPRE);
- c) Parish Online; and that the Clerk belonged to
- d) The Society of Local Council Clerks (SLCC).

Details of the services each body provided, together with its annual membership fee, was set out in the report and the Committee

RECOMMEND - that the Council:

1. continues with its memberships of the bodies listed above; except
2. CPRE as there has been no direct local benefit and Parish Online as the Parish Council has recently registered with Cornwall Council's free mapping service.

11/17-18 Review of the Council's complaints procedure

The Parish Council's Complaints procedure referred to in Standing Orders and on its website, were set out in the report.

As circumstances had not changed since last year's fundamental review nor had any necessary changes been notified, the Committee

RECOMMEND - that the current procedure be adhered to.

12/17-18 Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

Whilst the Council's current policies were set out in the report, the Committee noted that significant changes, in the form of the General Data Protection Regulations (GDPR), would affect the ways in which data was to be managed.

In view of these forthcoming requirements, the Committee

RECOMMEND - that a Working Group, comprised of the Clerk and two Councillors be appointed at the Annual Meeting of the Council to report back to the Council on the action it needs to take in order to comply with the GDPR.

13/17-18 Review of the Council's policy for dealing with the press/media

The Committee was advised that Standing Orders simply referred to the Council's policy in this respect but that the only 'policy' as such was a form of words, found in the 2015 edition of Standing Orders and which had not been carried forward into the current version.

The Chairman circulated some examples of policies adopted by some other Town and Parish Councils around the UK and the Committee noted that in some, the 'layout' was similar as if a 'Model' version existed.

Following discussion, the Committee

RECOMMEND - that the Chairman of the Committee and the Clerk:

1. research whether a NALC/CALC 'Model' policy exists;
2. consider examples adopted by Council's with 'Quality' status; and
3. report back to the Council in due course.

14/17-18 Terms of Reference

The Committee considered its Constitution and Terms of Reference and agreed that no changes were necessary.

The Chairman closed the meeting at 7.58pm

Signed by

Chairman.....

Date.....

.....