



BUNGAY TOWN COUNCIL

Governance & Policies Sub Committee



Minutes of the Governance & Policies Sub Committee Meeting held on Tuesday 3rd November 2020 at 6.00 pm.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting was conducted "online

Town Council Members:

Cllr. S. Collins (SC), Cllr. K. Lodge (KL), Cllr. D. O'Neill (DO'N), Cllr. B. Prior (BP)

Also present:

J. Burton, (JB) Clerk/ RFO Bungay Town Council.

G&P 001 To appoint a Sub - Committee Chair: For consideration
2020/2021

It was proposed by DO'N, seconded by SC, and **RESOLVED** that KL be appointed as Chair of the Governance & Policies Sub- Committee.

For	4
Against	0
Abstain	0

G&P 002 To appoint a Sub – Committee Vice Chair – For consideration
2020/2021

It was proposed by KL, seconded by DO'N, and **RESOLVED** that this appointment is not made at this meeting and that the remaining items on this Agenda be considered.

For	2
Against	0
Abstain	2

G&P 003 Apologies for Absence: To receive any apologies for absence
2020/2021

All members of the sub-committee were present at the meeting - **Noted.**

G&P 004 Declaration of Interest & Requests for Dispensations: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
2020/2021

No declarations of interest were declared or requests for dispensations requested - Noted.

G&P 005 Public Forum:
2020/2021 Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman, for no more than 15 minutes. Members of the public may not take part in the Committee meeting itself.

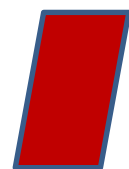
Signed _____

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Date _____



BUNGAY TOWN COUNCIL

Governance & Policies Sub Committee



No members of the public were present at the meeting. – **Noted**

G&P 006 2020/2021 To adopt the Governance & Policies Sub - Committee Terms of Reference: for consideration

It was proposed by BP, seconded by SC, and **RESOLVED** that the attached Draft Terms of Reference be accepted for now , advice be sought on these individual items from the Resources Committee, and subsequently reviewed by the Governance & Policies Sub-Committee at the earliest possible date..

For	3
Against	1
Abstain	0

G&P 007 2020/2021 Meeting schedule & future agenda items – for consideration.

It was proposed by DO’N, seconded by BP, and **RESOLVED** that the Bungay Town Council Complaints Policy be reviewed at the next sub- committee meeting.

For	4
Against	0
Abstain	0

It was agreed that the next Governance & Policies Sub – Committee meeting be held on Tuesday 10th December starting at 4.00pm and limited to a 1-hour meeting – **Noted**.

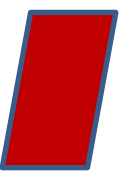
The meeting closed at 7.21 pm

Dated: 4th November 2020

Jeremy Burton
Clerk to Bungay Town Council,
1a, Broad Street, Bungay NR35 1EE
clerk@bungaytowncouncil.gov.uk

Signed _____

2
Date _____



Governance & Policies Sub - Committee

Terms of Reference

- All members of this committee are town councillors and have an equal vote unless there is a split decision where the chair has the casting vote.
- The Committee will meet regularly to debate and discuss items such as the following
 - Insurance of all the Council's property and liabilities and ensuring accuracy of the asset register.
 - Appointment of an independent Internal Auditor.
 - Maintenance of adequate systems of internal control and internal audit.
 - Approval of annual financial reports ensure evidence of adequate systems of internal control and audit throughout the year and presentation for external audit.
 - Develop and monitor the Council's Risk Management Strategy.
 - Develop the Council's Financial Plan.
 - Review and recommendations of approval of Governance documents such as Standing Orders, Financial Regulations, Model Publications and Risk Analysis, donations policy.
 - To ensure that Council is fully compliant to the latest legislation with regular reviews of policies.

Signed by Chair:

Adopted Date: