

Wingerworth Parish Council - Minutes of meeting of Governance Committee 8 June 2022

Present:

P Councillor Pat Coleman
P Councillor Michael Hardman
P Councillor Trevor Collins (Chair)
P Councillor Anne Knyhynyckyj
P Charlotte Taylor (Clerk)

Cllr Cecilia Harper and 0 members of the public

1. Elect a Chair of the Governance Committee

Cllr Collins was elected as Chair of the Governance Committee.

2. Meeting dates for 2022/23

The dates of the Governance Committee meeting were agreed as:

- Wednesday 31 August 2022 at 10:00am
- Tuesday 1 November 2022 at 10:00am
- Tuesday 3 January 2023 at 10:00am
- Tuesday 28 February 2023 at 10:00am
- Tuesday 2 May 2023 at 10:00am

3. Receive apologies for absence

There were no apologies for absence received.

4. Minutes of last meeting

The minutes of the meeting held on 4 May 2022 were approved.

5. Review of play equipment audits

Play equipment audits for May were reviewed and the following actions were agreed.

ACTION: Clerk to organise repair for multi play unit at Adlington.

ACTION: Clerk to organise repair for vespy rocker (missing handles and footrest).

6. Review of Code of Conduct

The Committee reviewed the Code of Conduct drafted from NEDDC. It was agreed to propose that the Council adopt this pending the Town and Parish Council Code of Conduct from the District Council.

ACTION: Clerk to include the Code of Conduct on the July Council agenda.

7. Health, Safety and Staffing Policies

The Chair raised an issue with the staffing policies, the Clerk confirmed that the HR Advisor has provided the Council staff handbooks.

The Clerk will check with the HR Advisor requirements occupational health for employees.

ACTION: Clerk to share staff handbook with Committee members.

8. Agreements and Tenders

The Chair reported that the Committees responsibility is to check procedures are followed when drafting agreements; legal, NALC, NSALG national body requirements, local details etc then fulfilment of agreements.

Some information in Standing Orders and Financial Regulations, look at draft tender template document to be shared at the next meeting, to fully reflect the requirements of the Council and to include deviations that don't incur additional costs/expense to delegate decisions to Clerk.

ACTION: Clerk to draft a checklist for agreements and draft tender.

9. Date and time of next meeting
Wednesday 31 August 2022 at 10:00am.

10. Agenda items for next meeting
Review of Financial Regulations

Draft Tender Template

Checklist for Agreements

DRAFT