

**Minutes of the Ordinary meeting of the Governance Committee held on
Tuesday 22nd November 2022 at 7pm**

Present: Cllrs G Dixon, S Hewitson, G Jennison and D Reed

Apologies: Cllr P Sharkey

GOV2223/33 Chair's opening remarks

The chair reflected on the Remembrance Day Parade and the large crowd that had attended. Cllr G Dixon suggested a meeting is held early in the new year to debrief and to plan for next year.

GOV2223/34 Approve reasons for absence

Resolved to accept reason for absence

GOV2223/35 Disclosures of interest

None

GOV2223/36 Minutes of the previous meeting

Resolved to approve the minutes of the meeting of the Governance Committee held on Monday the 5th October 2022.

GOV2223/37 Clerks' report

The Clerk reported that a Fire Risk assessment had been conducted by Bradford Cllrs requested that a Bell/Video be installed to enable the middle Door to the rear car park to be used.

Cllrs also suggested that the meeting room was an embarrassment and volunteered to tidy the room and rearrange the furniture.

The Clerk reported that Cllr J Kean was still intending to organise an initial meeting for Emergency Planning but this had not yet taken place.

The Clerk Reported that a risk assessment for the new building was to be conducted now Bradford's assessment had been received.

Cllr G Dixon requested that a workshop be convened in January to include Cllrs & Staff in order to produce a risk assessment for the next governance committee 27th February 2023.

GOV2223/38 Public participation

None

GOV2223/39 Important information from Councillors and staff

None

GOV2223/40 Budget Monitor 2022 -2023

8.1 Budget report

The Committee resolved to note the report

8.2 Schedule of payments Sept-Oct 2022

The Committee resolved to accept the report

8.3 Schedule of Credit card Payments Sept-October 2022

The Committee resolved to accept the report Cllr S.H and the Administration Officer were to meet ACS

8.4 Interim Internal Audit Report

8.4.1 The RFO reported that a petty cash system was now operating.

8.4.2 The Committee resolved to delegate to the Clerk to notify the relevant Committees to inspect the condition of benches/noticeboards / grit bins and defibrillators and any other physical assets on an annual basis.

8.5 Internal Audit Checklist 2022-23

The committee resolved to delegate to the RFO to ensure that reserves were held in the most appropriate high interest accounts

8.6 Bank statement 31-10-2022

The Unity Bank Statement was noted and accepted

8.7 Bank reconciliation 31-10-2022

The bank reconciliation of £388,600.71 was noted and accepted.

GOV2223/41 Committee Recommendations:

9.1 Community Committee

Resolved to recommend the proposed budget of £69,750 to the Full Council (Estimated spend of £72,750, less £3000 used from reserves) including a budget line for the coronation at £0 initially.

9.2 Economy Committee

Resolved to recommend the proposed budget of £29,250 to Full Council (Estimated spend of £34,750, less £5500 used from reserves).

Document date: ^{28th November} ~~18th October~~ 2022

Meeting date: ^{22nd November} ~~5th October~~ 2022 Page 2 of 4

Signed..... date.....

9.3 Environment Committee

Resolved to recommend the proposed budget of £24,500 to Full Council (Estimated spend of £28,500, less £4000 used from reserves).

GOV2223/42 Budget for 2023-2024

10.1 Resolved to accept the draft budget for precept report 2023/2024 subject to :

10.1.1 The removal of the £75,000 use of reserves for the new Baildon library project.

10.1.2 The use of £8,000 from reserves for the library

10.1.3 Change the Marketing Baildon heading to Visit Baildon

10.1.4 Merge all budgets for the Coronation into one item under control of Community

10.2 Resolved to recommend the budget and to maintain the precept recommendation of £306,990 (£48.83) to the Full Council.

Noted that reserves are abnormally high because of underspends

GOV2223/43 Members' Code of Conduct - Based on the LGA Model Councillor Code of Conduct 2020

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GOV2223/3~~4~~ Next meeting date –

Tuesday 22th November 2022

Document date: ^{28th November} 18th October 2022

Meeting date: ^{22nd November} 5th October 2022 Page 3 of 4

Signed..... date.....

Document date: ^{25th November} ~~18th October~~ 2022

Meeting date: ^{22nd November} ~~5th October~~ 2022 Page 4 of 4

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