



Town Clerk: Miss Joy Norris MSc ACG

The Town Hall, 1 High Street, Cullompton, Devon, EX15 1AB
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Notice is hereby given that a meeting of the **Governance Committee** will take place on **Monday 23rd May 2022** starting at **14:30 hrs** in the **Town Hall, 1 High Street, Cullompton, EX15 1AB**

The Agenda for the meeting is attached. Copies of the reports will be available on the Town Council website or hard copies can be made available if you contact the Town Council Office (contact details are at the top of this notice)

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee as part of the item on the agenda called Public Participation; anyone wishing to raise an item during public participation must either be present in the Town Hall for the meeting or email their question to enquiries@cullomptontowncouncil.gov.uk it would be helpful if this could be at least 2 working days before the meeting if possible.

If you wish to attend and speak at a meeting it would be helpful if you email or phone with details of your first and last names and a brief outline of what you wish to say. This will ensure that your name is on the list to speak and will help us ensure that you are not missed. Notification in this way will help the meeting run as smoothly as possible.

The overall time available for the Public Participation agenda item is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously.

The Town Council is investigating live streaming meetings and relevant links will be available on the Town Council website, however due to technical limitations the Town Council cannot guarantee the availability or quality of this means of attending a meeting.

A handwritten signature in black ink that reads "Joy Norris". The signature is written in a cursive style with a long horizontal stroke at the end.

Joy Norris

Town Clerk

Date: 18th May 2022

AGENDA

Governance Committee 23rd May 2022

Committee Membership: Councillors J Buczkowski, M Dale, K Haslett, J Johns and L Knight (Chair)

PUBLIC PARTICIPATION: 15 minutes is set aside as a specific agenda item to enable members of the public to bring issues relevant to the work of the Committee to the attention of Councillors. Up to 3 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

1. Chair's Announcements

The Chair may make announcements relevant to the work of the Committee.

Note: announcements are for information only and not for debate, discussion or questioning.

2. Apologies for Absence

To receive apologies for absence from Councillors unable to attend the meeting.

3. Declarations of Interests

To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

Councillors and Officers are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

4. Public Participation

To allow members of the public present at the meeting to raise matters which are relevant to the work of the Committee; up to 3 minutes will be allowed for each person.

5. Minutes

To confirm the Minutes of the Governance Committee meeting held on 5 November 2021 as a correct record. (Supporting Paper A)

6. Business Procedures Risk Register

To consider the business procedures risk register and make recommendations to Council (Supporting Paper B)

7. Internal Audit Reports

To consider the reports from

- (i) Interim visit November 2021 (Supporting Paper C)
- (ii) Visit March 2022 (Supporting Paper D – awaited at time of preparing the Agenda)

8. Annual Governance and Accountability Return

To consider the draft AGAR and supporting documents and make recommendations to Council (Supporting Paper E)

9. Scheme of Delegation / Terms of Reference

To review the Scheme of delegation / Terms of Reference and make recommendations to Council (Supporting Paper F)

10. Personnel Policies

To review the following draft policies and make recommendations to Council:

- (i) Capability Policy (Supporting Paper G)
- (ii) Disciplinary Policy (Supporting Paper H)
- (iii) Grievance Policy (Supporting Paper I)

11. Referrals from Council or other Committees

- (i) Code of Conduct matters (Council 16.11.21) (Supporting Paper J)
- (ii) Comments, complaints Log (Resources 13.01.22) (Supporting Paper K)

12. Members Questions

This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Council.

Note: questions are to be for the purpose of obtaining information and not for debate nor discussion.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.

Members of the public will only be permitted to speak during the Public Participation session listed on the Agenda