

# ROSSINGTON PARISH COUNCIL



Clerk to the Council

Anne Hammond  
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Parish Office  
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DN11 0PL

 Rossington Parish Council 2016

## MINUTES OF THE GOVERNANCE COMMITTEE MEETING HELD AT 6.15 PM ON TUESDAY 16 FEBRUARY 2016 AT THE PARISH OFFICE

**Present:** Councillors: J Cooke, A Harper, J Parkin and N Smithard  
**Clerks:** A M Hammond and Z Attridge  
**Chair:** C Beaumont  
**Public:** Ward Cllr C Stone

- 42. TO WELCOME AND INTRODUCE COUNCILLORS AND MEMBERS OF THE PUBLIC**  
Cllr C Beaumont declared the meeting open and welcomed everyone to the meeting.
- 43. PUBLIC SESSION**  
**RESOLVED** to note there were one member of the public present.
- 44. TO RECEIVE ANY ANNOUNCEMENTS**  
**RESOLVED** to note the following announcements:
- Police and Crime Commissioner Alan Billing visited Rossington. He was interested in Waste Management and Highways and how local residents are having to deal with current issues. Ward Cllrs J Cooke and C Stone to arrange a meeting with the Commissioner. The Clerk to inform other Cllrs of meeting.
- 45. TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE**  
**RESOLVED** to note apologies and reasons for absence were received from B Johnson, J Rowland-Johnson, K Connolly and W Reynolds which were approved by the Parish Council
- 46. DECLARATIONS OF INTEREST NOT ALREADY DECLARED**  
**RESOLVED** to note there were none.
- 47. TO CONFIRM THE MINUTES OF THE GOVERNANCE MEETING ON 15 SEPTEMBER 2015**  
**RESOLVED** to note the minutes were passed as a true record. Proposed by C Beaumont, seconded by J Cooke.
- 48. FINANCIAL MATTERS**  
**RESOLVED** to note that approval for payment of wages, of amounts up to £500 and Direct Debits by the RFO were approved. Proposed by J Cooke, seconded by C Beaumont.
- 49. TO SET UP AN INTERNAL SYSTEM OF CONTROL**  
**RESOLVED** to note the following:
- Two Cllrs to meet once a month to go through all financial transactions and documents.

- Two Cllrs from the Governance Committee to take turns in undertaking the system of internal control and to sign a form evidencing and agreeing the meeting.
- C Beaumont and J Cooke to meet at 10 am on Tuesday 23 February 2016 to instigate the system of internal control.
- N Smithard and J Parking to meet at 6.30 pm on Tuesday 8 March 2016 prior to the full Parish Council meeting.

**50. TO RECEIVE INFORMATION ON iPORT TRAINING**

**RESOLVED** to note the following:

- Ward Cllrs J Cooke and C Stone to contact Hazel Sykes's manager for a copy of the Financial Projection that was put together to guide the spending of the initial £200,000 106 monies for training linked to the iPort.
- The Clerk to write to Christian Foster about historical 106 monies.

**51. TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON THE AGENDA FOR NEXT MEETING**

**RESOLVED** to note that a representative of Business Doncaster to be invited to the next meeting.

**52. TO CONFIRM HE DATE AND TIME OF THE NEXT MEETING**

**RESOLVED** to note next meeting is at 6.15 pm on Tuesday 17 May 2016