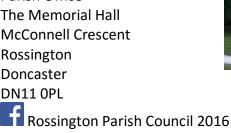
ROSSINGTON PARISH COUNCIL

Clerk to the Council

Anne Hammond Tel: 01302 864731 Parish Office The Memorial Hall McConnell Crescent Rossington Doncaster DN11 OPL





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.

TO RECEIVE ANY ANNOUNCEMENTS 44.

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.
- **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