

**MINUTES OF A MEETING OF THE GOVERNANCE REVIEW COMMITTEE OF HUMBERSTON PARISH COUNCIL HELD ON WEDNESDAY 21<sup>ST</sup> SEPTEMBER 2016 AT 6.30 PM AT WENDOVER HALL, WENDOVER PADDOCK, WENDOVER LANE, HUMBERSTON**

**Present:** Cllr. Shreeve (Chairman)  
Cllrs. Bailey, Tuplin, Scoffin, Fenty and Robinson

**Apologies:** None

There were no others present.

**16/1GR Acceptance of Apologies**  
None received – all members of Committee present.

**16/2GR Declaration of Interests**  
None made.

**16/3GR To consider and agree schedule, including probable time frame, for carrying out review**  
Schedule was agreed as Standing Orders/Committees and Terms of Reference etc., with separate session for Finance Regulations and other finance governance documents, then any remaining information. Time frame agreed to be completed by end of December 2016 and that meetings be held on usual Council meeting nights for members’ convenience.  
**RESOLVED: That time scale, meeting nights and schedule be agreed**

**16/4GR To commence review of governance documents as agreed and agree any recommendations for consideration by full Council**  
Standing Orders discussed, recommended amendments agreed and agreed that the recommendations go to Council meeting on 1<sup>st</sup> November 2016 to allow for Cllr. Shreeve to return from holiday leave. Committee Terms of Reference considered and recommendations agreed, again to go to Council meeting on 1<sup>st</sup> November 2016.  
**RESOLVED: That recommendations agreed be drawn up in draft by Clerk and presented to Council meeting on 1<sup>st</sup> November 2016.**

**16/5GR To agree date for next meeting**  
Next meeting date agreed as Monday 24<sup>th</sup> October 2016 and Clerk to request Chairman of Planning to hold Planning Committee on same date.  
**RESOLVED: That next meeting date is 24.10.16 and that Clerk request Planning Committee be held On same date.**

Chairman closed the meeting at 8.00 pm.

Signed: ..... Date: .....