

WITNAM FOURTH DISTRICT INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of the Governance and Risk Committee at a Meeting held at 47 North Street on
Wednesday, 10th November 2020

Present - C. Dunthorn (Committee Chairman)
P. Richardson
T. Action
M. Leggett
D. Maddison
H. Smith
J. Woods

1. **AGENDA**

The Chairman confirmed that he was sure all Committee Members had passed the very cold news of James' passing and advised that one minute silence would be held at the next Board Meeting as a mark of respect.

2. **APPOLOGIES**

No apologies.

3. **APPOINTMENT OF NEW MEMBER**

The Chairman advised the Committee that D. Maddison had expressed an interest to join the Committee. M. Leggett proposed that D. Maddison join the Governance & Risk Committee and this was seconded by T. Action.

4. **INTERNAL & EXTERNAL AUDIT REPORTS (1 MARCH 2020)**

The Chief Executive confirmed that the findings of the Internal/External audit had been reported to the Board. The findings were usually discussed at the meeting however for the first time both audits had been totally clear and no points had been raised.

5. **REVIEW OF GOVERNANCE POLICIES**

The Chief Executive reported that the Risk Register and Financial Regulation policies were subject to an annual review. The Board agreed that all other policies were still appropriate and the documents dates should be updated on the website.

5.1 **Finance Regulations**

The Chief Executive confirmed that there were a few items to amend:

The Chief Executive referred Committee Members to Page 1, paragraph 2.1 refers to the procedures employed in connection with the procurement of goods and services. The current rules had been in place for many years and it was proposed to double them as set out below:-

Estimated Value of Goods/Services

£25,000
£5,000 - £25,000
£250,000

Action to be taken

No quotation/tenders required
Obtain 2 verbal quotations
Obtain 2 written tenders

Page 15, paragraph 2.5 states "where a tender is accepted other than the lowest... the Board's approval shall be obtained". The Chief Executive confirmed that in this instance the approval of the Chairman will be obtained.