



MALDON

DISTRICT COUNCIL

28 May 2025

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



APOLOGIES: Committee Services
Email: Committee.clerk@maldon.gov.uk

CHIEF EXECUTIVE
Doug Wilkinson

Dear Councillor

You are summoned to attend the meeting of the;

PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE

on **THURSDAY 5 JUNE 2025 at 7.30 pm**

in the **Council Chamber, Maldon District Council Offices, Princes Road, Maldon.**

Please Note: All meetings will continue to be live streamed on the [Council's YouTube channel](#) for those wishing to observe remotely. Public participants wishing to speak remotely at a meeting can continue to do so via Microsoft Teams.

To register your request to speak / attend in person please complete a [Public Access form](#) (to be submitted by 12noon on the working day before the Committee meeting). All requests will be considered on a first-come, first-served basis.

A copy of the agenda is attached.

Yours faithfully

Chief Executive

COMMITTEE MEMBERSHIP:

CHAIRPERSON	Councillor W Stamp, CC
VICE-CHAIRPERSON	Councillor N D Spenceley
COUNCILLORS	M G Bassenger D O Bown S J Burwood J C Hughes M G Neall R G Pratt U C G Siddall-Norman M E Thompson
INDEPENDENT PERSON (non-voting)	Mr Derek Smith

Please note: Electronic copies of this agenda and its related papers are available via the Council's website www.maldon.gov.uk.





AGENDA
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
THURSDAY 5 JUNE 2025

1. **Chairperson's Notices**

2. **Apologies for Absence**

3. **Minutes of the last meeting** (Pages 5 - 72)

To confirm the Minutes of the Performance, Governance and Audit Committee held on 20 February 2025 (copy enclosed).

4. **Matters Arising** (Pages 73 - 74)

To note the Matters Arising from the last meeting (20 February 2025).

5. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

6. **Public Participation**

To receive the views of members of the public, of which prior notification in writing has been received (no later than noon on the Tuesday prior to the day of the meeting).

Should you wish to submit a question please complete the online form at:
www.maldon.gov.uk/publicparticipation.

7. **Reappointment of Independent Person to the Performance, Governance and Audit Committee**

Following the Council decision on 11 July 2024 (Minute No. 165 refers), the Committee is required to complete an annual review of the Independent Person (Mr Derek Smith) and then either reconfirm the postholder, or recruit into the role delegated to the Committee for the Municipal Year 2025 / 26.

8. **Internal Audit Reports** (Pages 75 - 76)

To consider the report of the Chief Finance Officer (copy enclosed).

a) **Progress Report 2024 / 25 and 2025 / 26** (Pages 77 - 88)

b) **Follow Up of Recommendations Report (June 2025)** (Pages 89 - 98)

- c) Building Control Final Report (May 2025) (Pages 99 - 120)
 - d) IT Disaster Recovery and Business Continuity Final Report (May 2025)
(Pages 121 - 132)
 - e) General Data Protection Regulation (GDPR) Final Report (May 2025) (Pages 133 - 152)
9. **Appointment of Representatives on Outside Bodies and Working Groups**
(Pages 153 - 154)
- To consider the report of the Chief Executive, (copy enclosed).
10. **Review of Corporate Risk - Quarter 4** (Pages 155 - 168)
- To consider the report of the Chief Executive, (copy enclosed).
11. **Risk Management Policy** (Pages 169 - 182)
- To consider the report of the Chief Executive, (copy enclosed).
12. **Annual Governance Statement Actions Update** (Pages 183 - 186)
- To consider the report of the Chief Executive, (copy enclosed).
13. **Health and Safety Update - Quarter Four 2024 / 25** (Pages 187 - 196)
- To consider the report of the Deputy Chief Executive, (copy enclosed).
14. **Proposed Community Governance Reviews - Various Parishes** (Pages 197 - 204)
- To consider the report of the Chief Executive, (copy enclosed).
15. **Headline Results and Action Plan of the Staff Survey** (Pages 205 - 208)
- To consider the report of the Chief Executive, (copy enclosed).
16. **UK Shared and Rural England Prosperity Funds** (Pages 209 - 218)
- To consider the report of the Chief Executive, (copy enclosed).
17. **Any other items of business that the Chairperson of the Committee decides are urgent**
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NOTICES

Recording of Meeting

Please note that the Council will be recording and publishing on the Council's website any part of this meeting held in open session.

Fire

We do not have any fire alarm testing scheduled for this meeting. In the event of a fire, a siren will sound. Please use either of the two marked fire escape routes. Once out of the building please proceed to the designated muster point located on the grass verge by the police station entrance. Please gather there and await further instruction. If you feel you may need assistance to evacuate the building, please make a member of Maldon District Council staff aware.

Health and Safety

Please be advised of the different levels of flooring within the Council Chamber.

Closed-Circuit Televisions (CCTV)

Meetings held in the Council Chamber are being monitored and recorded by CCTV.

Lift

Please be aware, there is not currently lift access to the Council Chamber.