

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 8th July 2015 at 7.00pm.

PRESENT: Councillors Crabtree (Vice Chairman), Mrs Ferrett (not a member of this Committee and from point mentioned), Ford, Mrs Loxton and Pavey

ALSO PRESENT: Ms S Willsher, Clerk

Cllr Mrs Loxton explained the safety procedures.

GR15/07/1 TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2015/16

It was proposed by Cllr Pavey, seconded by Cllr Mrs Loxton and

GR15/07/1.2 RESOLVED: that Cllr Mrs Thompson is elected Chairman of the Governance Review Committee for the municipal year 2015/16.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Ford, seconded by Cllr Pavey and

GR15/07/1.3 RESOLVED: that Cllr Mrs Loxton would Chair this meeting until the Vice Chairman is appointed.

On a vote being taken the matter was approved unanimously.

GR15/07/2 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs Thompson. There were no members absent.

GR15/07/3 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25

There were no interests declared.

GR15/07/4 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR15/07/5 PUBLIC PARTICIPATION

There were no comments from the public.

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GR15/07/6 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 25TH MARCH 2015 AND THE CHAIRMAN TO SIGN THEM

It was proposed by Cllr Mrs Loxton, seconded by Cllr Pavey and

- GR15/07/6.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 25th March 2015 are received and approved with the following amendment to page 69 – minute GR15/03/6.2 – 2nd bullet to read ‘That the word ...’ and signed by the Chairman.**

On a vote being taken on the matter there were 3 votes FOR and 0 votes AGAINST.

GR15/07/7 TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2015/16

It was proposed by Cllr Mrs Loxton, seconded by Cllr Pavey and

- GR15/07/7.2 RESOLVED: To appoint Cllr Crabtree as Vice Chairman of the Governance Review Committee for the municipal year 2015/16.**

On a vote being taken the matter was approved unanimously.

Cllr Crabtree took the Chair.

GR15/07/8 TO RECEIVE AND APPROVE THE ILLOGAN PARK RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Pavey, seconded by Cllr Mrs Loxton and

- GR15/07/8.2 RESOLVED: that the Illogan Park Risk Assessment is received and approved with the following amendments:**
- **Page 1 – amend second paragraph to read ‘The Council delivers all ...’**
 - **Page 2 – Amend heading to read ‘Illogan Park’**
 - **Page 4 – format so that the last hazard listed is displayed on one page**
 - **Page 5 – amend to read ‘All are advised not to lift beyond their capabilities’**

- **Page 5 – amend to read ‘Heavy items are lifted by two people if judged safe’**
- **Page 5 – amend to read ‘The competency and training of contractors should be checked before any manual handling task’ and move it into the additional controls required column**
- **Page 7 – Injury from fencing – amend to read ‘An appropriate person walks the site and checks the fencing weekly. Any issues found are reported to the Clerk, made safe and repaired promptly.’**
- **Page 7 – Injury from goal posts – amend to read ‘An appropriate person walks the site weekly. Any issues found are reported to the Clerk, made safe and repaired promptly.’**
- **Page 7 – amend to read ‘Regular structural checks should be completed by a suitably qualified person at least annually prior to the commencement of the rugby and football season.’**

On a vote being taken the matter was approved unanimously.

GR15/07/9 TO REVIEW THE COUNCIL’S STANDING ORDERS AND MAKE RECOMMENDATIONS TO FULL COUNCIL

It was proposed by Cllr Mrs Loxton, seconded by Cllr Pavey and

GR15/07/9.2 RESOLVED: to recommend to Full Council that the following amendments are made to the Council’s Standing Orders:

- **Page 10 – delete Standing Order 5dv (Shall, after it has appointed the members of a Standing Committee, appoint the Chairman of the Standing Committee)**
- **Page 10 – amend Standing Order 5dvi to read ‘Committee’s shall appoint a Chairman at the first meeting of the Committee’**
- **Pages 23 and 24 will be amended in line with the Quotations and Tender Policy**
- **Page 24 – Standing Order 20bdii amend to read ‘A tender pack will be compiled which will consist of a minimum of a job**

specification, health and safety requirements, a copy of the Council's ...'

On a vote being taken the matter was approved unanimously.

GR15/07/10 TO REVIEW THE COUNCIL'S FINANCIAL REGULATIONS AND MAKE RECOMMENDATIONS TO FULL COUNCIL

It was proposed by Cllr Pavey, seconded by Cllr Crabtree and

GR15/07/10.2 RESOLVED: to recommend to Full Council that a new Financial Regulation is included after Financial Regulation 4.2 to read 'Expenditure exceeding £2,000.00 shall only be authorised by the Full Council. Committees shall make recommendations to Full Council for expenditure exceeding £2,000.00 prior to committing the Council to any expenditure'.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Pavey, seconded by Cllr Ford and

GR15/07/10.3 RESOLVED: to recommend to Full Council that Financial Regulation 9.5 is amended to read 'All cash sums in excess of £10.00 received on behalf of the Council shall be banked intact as directed by the RFO. Cash sums below £10.00 shall be included in the Council's petty cash with appropriate documentations; all other receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary'.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Crabtree, seconded by Cllr Pavey and

GR15/07/10.4 RESOLVED: to recommend to Full Council that a new section relating to Awarding Grants is added to the Financial Regulations as detailed below and that the Grant Policy is amended accordingly and all appropriate points cross-referenced:

- **Grants will be considered twice a year in May and November.**

- **The Grant Policy and reminders regarding deadlines will be advertised appropriately on the Council's website, Facebook page and in the Illogan Review.**
- **All organisations that receive a grant must provide evidence to the Council on the use of the grant.**
- **The use of the grant and the provision of evidence regarding its use will be time limited; the time limits will be considered and set at the time of the Council agreeing the grant amount.**
- **Grants will not be issued to organisations until they provide evidence that there is full funding in place to cover the full cost of the project.**
- **The Council will not consider grants without a full budgetary report prepared by the RFO being circulated prior to the meeting; the report must include details of the Council's budget allocation, expenditure to date, any allocated funds and updates on any outstanding matters.**
- **The RFO shall maintain an excel spreadsheet which details all grants awarded, the organisation, amount of grant agreed, information the Council is waiting for, appropriate deadlines and any other relevant information. The information on the spreadsheet shall be checked by members completing the monthly internal audits.**

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Pavey, seconded by Cllr Mrs Loxton and

GR15/07/10.5 RESOLVED: to recommend to Full Council that the Financial Regulations are received and approved with the above amendments.

On a vote being taken the matter was approved unanimously.

GR15/07/11 TO RECEIVE AND APPROVE THE GUIDELINES FOR BROADCASTING OR USING SOCIAL MEDIA AT COUNCIL MEETINGS AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Pavey, seconded by Cllr Mrs Loxton and

GR15/07/11.2 RESOLVED: that the Guidelines for Broadcasting or Using Social Media at Council meetings is received and approved.

On a vote being taken the matter was approved unanimously.

GR15/07/12 TO REVIEW THE QUOTATIONS AND TENDERS POLICY AND AGREE ANY AMENDMENTS

It was proposed by Cllr Pavey, seconded by Cllr Ford and

GR15/07/12.2 RESOLVED: that the Quotations and Tenders Policy is amended as detailed below:

- **Page 2 – Quotations – ii – amended to read 'A quotation pack will be compiled which will consist of a minimum of a job specification, health and safety requirements, a copy of the Council's Management of Contractors Policy and any other appropriate policies, timescales and all appropriate deadlines, quotation return sheet, details of when, how and where to return the quote including how to mark the envelope that the quotation will be returned in. Any quotation received in an unmarked envelope will be excluded and not considered by the Council;**
- **Page 2 – Quotations – iv – delete**
- **Page 2 – Quotations – v – amend to read 'Once received the quotes ...'**
- **Page 2 – Tenders – ii – amend to read 'A tender pack will be compiled which will consist of a minimum of a job specification, health and safety requirements, a copy of the Councils Management of Contractors Policy and any other appropriate policies, timescales and all appropriate deadlines, tender return sheet, details of when, how and where to return the tender including how to mark the envelope that the quotation will be returned in. Any**

quotation received in an unmarked envelope will be excluded and not considered by the Council. A public notice of the tender will be placed in the West Briton newspaper, Tenders in Cornwall website, on the Council's notice boards and website and if appropriate in the Illogan Review;

- **Page 2 – Tenders – iii – amend to read 'Tenders submitted are to be opened by two Councillors and the Clerk, after the stated closing date and time. The Councillors will number and sign each tender opened. The Clerk will produce a report on the tenders received and will circulate the report and copies of the tenders to members with the agenda and background papers for the meeting at which they will be discussed. Tenders will be opened by two Councillors on a rota basis.**
- **Page 3 – Other – second paragraph amend to read 'The Council will as and when appropriate place an...'**
- **Quotation packs can be circulated by email providing parts of the documents are locked such as the specifications and the tenderers can only amend and complete the appropriate sections of the documentation.**

On a vote being taken the matter was approved unanimously.

GR15/07/13 TO REVISE THE SCHEDULE OF ROUTINE REVIEW OF POLICIES AND RISK ASSESSMENTS AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Mrs Loxton, seconded by Cllr Ford and

GR15/07/13.2 RESOLVED: that the revised schedule of routine review of policies and risk assessments is received and approved with the addition of the General Risk Assessment in January and the Christmas 2014 Risk Assessment being amended to read Christmas Events Risk Assessment.

On a vote being taken the matter was approved unanimously.

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GR15/07/14 DATE AND TIME OF NEXT MEETING

The next meeting would be held in January 2016, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.30pm.

Signed: Chairman

Date: