

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 8th June 2016 at 7pm.

PRESENT: Councillors Mrs Thompson (Chairman), Crabtree (Vice Chairman), Ford, Mrs Loxton and Pavey

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

GR16/06/1 TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2016/17

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

GR16/06/1.2 RESOLVED: to elect Cllr Mrs Thompson as Chairman of the Governance Review Committee for the municipal year 2016/17

On a vote being taken the matter was approved unanimously.

GR16/06/2 TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2016/17

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

GR16/06/2.2 RESOLVED: to appoint Cllr Crabtree as Vice Chairman of the Governance Review Committee for the municipal year 2016/17

On a vote being taken the matter was approved unanimously.

GR16/06/3 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received; all members were present.

There were no members absent.

GR16/06/4 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.

GR16/06/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR16/06/6 PUBLIC PARTICIPATION

There were no comments from the public.

GR16/06/7 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 27TH APRIL 2016 AND THE CHAIRMAN TO SIGN THEM

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

GR16/06/7.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 27th April 2016 are received and approved and signed by the Chairman.

On a vote being taken on the matter there were 4 votes FOR and 0 votes AGAINST.

GR16/06/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

In response to a question the Clerk reported that Richard Williams, Cornwall Council's Head of Governance and Finance and Information would be attending the July Full Council to give a presentation on 'Good Governance'.

GR16/06/9 TO RECEIVE THE UPDATED CODE OF PRACTICE FOR HANDLING COMPLAINTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/9.2 RESOLVED: that the updated Code of Practice for Handling Complaints is received and approved the following amendments:

- **Page 1 – last sentence of first paragraph – amend to read 'This procedure allows people to have a form of redress...'**
- **Page 2 – Verbal Complaints – Point 2 – amend to read 'If the Clerk is unable to satisfy the complainant...'**

On a vote being taken the matter was approved unanimously.

ILLOGAN PARISH COUNCIL

GR16/06/10 TO REVIEW THE CODE OF CONDUCT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/10.2 RESOLVED: that the Code of Conduct has been reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

GR16/06/11 TO RECEIVE THE AMENDED PRESS/MEDIA POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/11.2 RESOLVED: that the amended Press and Media Policy is received and approved with the correction of the typo on page 6.

On a vote being taken the matter was approved unanimously.

GR16/06/12 TO RECEIVE AND APPROVE THE GOOD GOVERNANCE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/12.2 RESOLVED: that the Good Governance Policy is received and approved with the correction of the typos and on page 2 – Purpose - the last sentence of the 2nd paragraph is amended to read 'Compliance is everyone's responsibility and failure to observe governance requirements could have an adverse effect on the organization and there could also be personal implications. To recommend to all other Council Committees that they review their processes and procedures and the appropriateness and transparency of the work they complete. That the Clerk looks at the notice board at The Platt and tidies up the notices being displayed.

On a vote being taken the matter was approved unanimously.

GR16/06/13 TO REVIEW THE MANUAL HANDLING RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs Thompson, seconded by Cllr Crabtree and

GR16/06/13.2 RESOLVED: that the Manual Handling Risk Assessment has been reviewed and that the following amendments are made:

- **Page 1 – correct the typo**
- **Page 2 – Additional controls - amend to read 'Persons with muscular or skeletal injuries i.e. bad back are not expected to partake in any manual handling' and move into the 'Control measures already in place'.**

On a vote being taken the matter was approved unanimously.

GR16/06/14 TO REVIEW THE SLIPS,TRIPS AND FALLS RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/14.2 RESOLVED: that the Slips, Trips and Fall Risk Assessment has been reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

GR16/06/15 TO REVIEW THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/15.2 RESOLVED: that the Control of Substances Hazardous to Health (COSHH) Risk Assessment has been reviewed and that the following amendments are made:

- **Page 2 - 3 – Additional controls required – amend to read 'COSHH Assessments are completed for all products and ensure that all relevant persons are made aware of the assessments and the control measures contained within them**

and retain Safety Data Sheets. Only competent persons handle and use COSHH items' and move to control measures already in place.

- **Page 3 - 4 – Additional controls required – amend to read 'COSHH Assessments are completed for all products and ensure that all relevant persons are made aware of the assessments and the control measures contained within them and retain Safety Data Sheets. Only competent persons handle and use COSHH items' and move to control measures already in place.**
- **Page 4 – Additional controls required – amend to read 'COSHH Assessments are completed for all products and ensure that all relevant persons are made aware of the assessments and the control measures contained within them and retain Safety Data Sheets. Only competent persons handle and use COSHH items' and move to control measures already in place.**
- **Page 5 – Additional controls required – amend to read 'COSHH Assessments are completed for all products and ensure that all relevant persons are made aware of the assessments and the control measures contained within them and retain Safety Data Sheets. Only competent persons handle and use COSHH items' and move to control measures already in place.**

On a vote being taken the matter was approved unanimously.

GR16/06/16 TO REVIEW THE ELECTRICAL AND WORK EQUIPMENT RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/16.2 RESOLVED: that the Electrical and Work Equipment Risk Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR16/06/17 TO REVIEW THE PENWARTHA HALL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/17.2 RESOLVED: that that the Penwartha Hall Risk Assessment has been reviewed and that the following changes are made:

- **Page 2 – Additional controls - amend to read 'Persons with muscular or skeletal injuries i.e. bad back are not expected to partake in any manual handling' and move into the 'Control measures already in place'.**
- **Page 3 – Additional controls – amend to read 'All persons manual handling wear appropriate clothing and footwear' and move into the 'Control measures already in place'.**
- **Page 3 – Additional controls – amend to read 'All employees are briefed on Lone Working Away from the Office Risk Assessment, Lone Working Policy and all other risk assessments and policies' and move into the 'Control measures already in place'.**
- **Page 4 - Additional controls – amend to read 'All employees are briefed on Lone Working Away from the Office Risk Assessment, Lone Working Policy and all other risk assessments and policies; and move into the 'Control measures already in place'.**
- **Page 6 – Additional controls – amend to read 'The Council checks that the hall has their electrical systems and fire alarm system regularly tested and checked and kept in good order' and move into the 'Control measures already in place'.**
- **Page 6 – Additional controls – amend to read 'The Council checks that any equipment used that is not Council owned is regularly checked, tested and kept in good order' and move into the 'Control measures already in place'.**

On a vote being taken the matter was approved unanimously.

GR16/06/18 TO REVIEW THE MARY'S WELL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Crabtree, seconded by Cllr Mrs Thompson and

GR16/06/18.2 RESOLVED: that Mary's Well Risk Assessment has been reviewed and there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

GR16/06/19 TO REVIEW THE MANNINGHAM WOOD AND THE PATH TO THE CHURCHYARD RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs Thompson, seconded by Cllr Crabtree and

GR16/06/19.2 RESOLVED: that the Manningham Wood and the Path to the Churchyard Risk Assessment has been reviewed and that the following changes are made:

- **Page 2 – Additional controls – amend to read 'a Five year management plan has been implemented' and move to the 'Control measures already in place'.**
- **Page 6 – Additional controls – amend to read 'Contractors, employees, Councillors and volunteers are briefed not to work or enter the wood alone in the dark' and move to the 'Control measures already in place'.**
- **Page 7 - 8 – Additional controls – amend to read Introduce a health questionnaire to ascertain any allergies and ..'. The Clerk would draft a health questionnaire for consideration at the next meeting which would then be included with all tenders being issued by the Council.**

On a vote being taken the matter was approved unanimously.

GR16/06/20 TO REVIEW THE STRIMMER RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/20.2 RESOLVED: that the Strimmer Risk Assessment has been reviewed and that there are no alterations to be made and that the strimmer would be sold once the current contractor retired in March 2017.

On a vote being taken the matter was approved unanimously.

GR16/06/21 TO REVIEW THE ILLOGAN PARK RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/21.2 RESOLVED: that the Illogan Park Risk Assessment has been reviewed and that the following changes are made:

- **Page 4 – Control measures already in place – amend to read ‘Vandalised items are ...’**
- **Page 4 – Control measures already in place – amend to read ‘The police are alerted to any vandalism that occurs and a crime number is requested.**
- **Page 5 – Additional controls - amend to read ‘Persons with muscular or skeletal injuries i.e. bad back are not expected to partake in any manual handling’ and move into the ‘Control measures already in place’.**
- **Page 5 – Additional controls – amend to read ‘The competency and training of contractors is checked before completing manual handling tasks’ and move to ‘Control measures already in place’.**
- **Page 6 – Additional controls – amend to read ‘COSHH assessments for all COSHH items are completed and control measures implemented’ and move to ‘Controls already in place’.**

On a vote being taken the matter was approved unanimously.

GR16/06/22 TO REVIEW THE DISPLAY SCREEN EQUIPMENT CHECKLISTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/22.2 RESOLVED: that the Display Screen Equipment Checklists are reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

GR16/06/23 TO REVIEW THE NIPPON ANT KILLER POWDER COSHH ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs Thompson, seconded by Cllr Crabtree and

GR16/06/23.2 RESOLVED: that the Nippon Ant Killer Powder COSHH Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR16/06/24 TO REVIEW THE SCREEN WIPES COSHH ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/24.2 RESOLVED: that the Screen Wipes COSHH Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR16/06/25 TO REVIEW THE BATH AND WASHROOM CLEANER COSHH ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/25.2 RESOLVED: that the Bath and Washroom Cleaner COSHH Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR16/06/26 TO REVIEW THE FURNITURE POLISH COSHH ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/26.2 RESOLVED: that the Furniture Polish COSHH Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR16/06/27 TO REVIEW THE BLEACH COSHH ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/06/27.2 RESOLVED: that the Bleach COSHH Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR16/06/28 TO REVIEW THE TONER CARTRIDGES FOR d-COLOUR MF2501/MF2001 COSHH ASSESSMENT

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

GR16/06/28.2 RESOLVED: that the Toner Cartridges for d-colour MF2501/MF2001 COSHH Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR16/06/29 TO RECEIVE AN UPDATED HEALTH AND SAFETY PLAN, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs Thompson, seconded by Cllr Crabtree and

GR16/06/29.2 RESOLVED: that the updated Health and Safety Plan is received and approved with the following amendments and actions:

- **That the typos are corrected**
- **Page 2 – Contractor – amend to read 'Clerk to monitor contactors regularly, complete and file safety inspection**

records on a quarterly basis and that the Management of Contractors Policy is amended accordingly’.

- **Page 3 – Display Screen Equipment – mark off that the Clerk’s work station assessment had been completed during the occupation health assessment.**
- **Page 6 – delete ‘consider installing a controlled entry or intercom system on the front door’.**
- **That the Clerk would update the success measures for all items appropriately.**
- **That the Clerk would obtain quotes for signage for all entrances for Council managed facilities and open spaces such as Illogan Park and Manningham Wood to be worded along the lines of ‘This Community Facility is managed by Illogan Parish Council, if you have any queries contact the Council office on [the Councils contact details]. If you need the emergency services you are here [address and postcode]**
- **That the Clerk would obtain quotes for a fire risk assessment to be completed in the changing facilities at Illogan Park.**
- **That the target dates, if not already completed, would be entered at the 31.12.16 or on going for the items that are to be reviewed annually.**
- **That the Clerk ensures that the plan is updated in line with resolutions made by the Governance Review Committee.**

On a vote being taken the matter was approved unanimously.

GR16/06/30 DATE AND TIME OF NEXT MEETING

Members requested that it was minuted that the Clerk had done really well preparing the documents for consideration and that the Committee gave her their grateful thanks.

It was also noted that all members of the Governance Review Committee take their role on the committee very seriously, that they all worked hard and put a lot of time into reading and reviewing all of the paperwork.

ILLOGAN PARISH COUNCIL

It was agreed that an article would be drafted for the Illogan Review about 'What Councillors on Illogan Parish Council do'

The next meeting would be held in January 2017, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.08pm.

Signed: Chairman

Date: