

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office,  
Tolvaddon Energy Park on Wednesday 11<sup>th</sup> June 2014 at 7.00pm.

PRESENT: Councillors Mrs Loxton (Vice Chairman), Bentley (not a member of  
this Committee), Ekinsmyth, Ford and Pavey

ALSO PRESENT: Ms S Willsher, Clerk

Cllr Mrs Loxton explained the safety procedures.

**GR14/06/1 TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR  
2014/2015**

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

**GR14/06/1.2 RESOLVED: that Cllr Mrs Thompson is elected  
Chairman of the Governance Review  
Committee for the municipal year  
2014/2015.**

On a vote being taken the matter was approved unanimously.

**GR14/06/2 TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR  
2014/2015**

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

**GR14/06/2.2 RESOLVED: that Cllr Mrs Loxton is appointed Vice  
Chairman of the Governance Review  
Committee for the municipal year  
2014/2015.**

On a vote being taken the matter was approved unanimously.

**GR14/06/3 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs Thompson.

**GR14/06/4 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.

**GR14/06/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR14/06/6 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR14/06/7 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 26<sup>TH</sup> MARCH 2014 AND THE CHAIRMAN TO SIGN THEM**

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

**GR14/06/7.2 RESOLVED: that the minutes of the Governance Review Committee meeting held on the 26<sup>th</sup> March 2014 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR14/06/8 TO RECEIVE AND APPROVE THE VIOLENCE AT WORK RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR14/06/8.2 RESOLVED: to receive and approve the Violence at Work Risk Assessment with the following amendments:**

- **Page 2 – remove from the additional controls required – ‘install security video cameras and a notice on the door’.**
- **Page 3 – remove from the additional controls required – ‘install security video cameras and a notice on the door’.**
- **Page 3 – amend the typo**

On a vote being taken the matter was approved unanimously.

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

**GR14/06/8.3      RESOLVED:            to recommend to Full Council that the Governance Review Committee has delegated responsibility for the Health and Safety Budget.**

On a vote being taken the matter was approved unanimously.

**GR14/06/9            TO REVIEW THE DRAFT VIOLENCE AT WORK POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE (DEFERRED FROM THE LAST MEETING)**

It was proposed by Cllr Mrs Loxton, seconded by Cllr Ekinsmyth and:

**GR14/06/9.2        RESOLVED:            to receive and approve the Violence at Work Policy with the following amendments:**

- **Page 3 – Risk Assessments – re-word second to last paragraph to read ‘If members of staff believe a risk factor has not been covered by the assessment or have ideas on further prevention measures they should discuss these with the Clerk or the Chairman of the Council’.**
- **Page 4 – include the following as bullets points at the end – Victim Support, Practice Based Therapist/GP and South West Councils.**

On a vote being taken the matter was approved unanimously.

Members asked the Clerk to check with the appropriate persons what, if any, measures the Council should put in place regarding potential violence towards Councillors and any other relevant Councillor related policies and how Councillors are viewed in Health and Safety Law.

**GR14/06/10 TO RECEIVE AND APPROVE THE DRAFT COUNCILLORS EXPENSES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR14/06/10.2 RESOLVED: that the Councillors Expenses Policy will not include travel between home, the office and regular meeting rooms or any travel within the Parish boundaries for the current financial year and to recommend to the Finance and Resources Committee that they consider a budget for Councillors Expenses for the 2015/16 financial year and that if a budget is set up the Councillors Expenses Policy is reviewed.**

On a vote being taken the matter was approved unanimously.

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

**GR14/06/10.3 RESOLVED: to receive and approve the draft Councillors Expenses Policy with the following amendments:**

- **Page 1 – Introduction – amend last sentence to read ‘Councillors should not be either financially advantaged or disadvantaged because of genuine Council business expenses’.**
- **Page 1 – Car Allowances – amend the last sentence of the first paragraph to read ‘Travelling allowances for mileage incurred for Council purposes will not incur income tax subject to current HMRC rules’.**

On a vote being taken the matter was approved unanimously.

**GR14/06/11 TO RECEIVE AND APPROVE THE DRAFT QUOTATIONS AND TENDERS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR14/06/11.2 RESOLVED: to receive and approve the draft Quotations and Tenders Policy with the following amendments:**

- **Page 1 – Quotations – iii, iv, v and vi – amend ‘quotes’ to ‘quotations’**
- **Page 3 – Other – amend second paragraph to read ‘ The Council will when appropriate and at least every 6 months place an article in the Illogan Review or other suitable publication to:’**
- **Page 3 – Other – amend 1<sup>st</sup> bullet point to read ‘Advertise any current invitations for quotations and tenders’.**

On a vote being taken the matter was approved unanimously.

**GR14/06/12 TO RECEIVE THE AMENDED STANDING ORDERS AND AGREE RECOMMENDATIONS TO FULL COUNCIL**

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

**GR14/06/12.2 RESOLVED: to recommend to Full Council that the Amended Standing Orders are received and approved with the following amendments:**

- **1b – amend to read ‘A motion (including an amendment) shall not be progressed unless it has been proposed and seconded’.**
- **1c – amend to read ‘A motion on the agenda not moved by its proposer may be treated by the Chairman of the meeting as withdrawn’.**
- **1oi – amend to read ‘To move or speak on another amendment if the**

- motion has been amended since he last spoke;'**
- **1p – to read 'During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he consider has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.'**
  - **1q – to read 'A point of order shall be decided by the Chairman of the meeting and his decision shall be final.'**
  - **1s – to read 'Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.'**
  - **1t – to read 'Excluding motions moved under Standing Order 1r above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting.'**
  - **3f – to read 'The period of time which is designated for public participation in accordance with standing order 1d above shall not exceed 15 minutes unless directed by the Chairman of the meeting.'**
  - **3g – to read 'Subject to standing order 3f above, a member of the public shall not speak for more than 3 minutes.'**
  - **3w – to read 'A meeting shall not normally exceed a period of 2 hours.'**
  - **Delete 4v.**

- **Delete 5ix, x, xiii, xiv, xvi, xvii and xviii.**
- **To include 5li-xvii.**
- **6d – to read 'If the Chairman of a Committee or a Sub-Committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the Committee or Sub-Committee, any two members of the Committee and the Sub-Committee may convene an extraordinary meeting of a Committee and Sub-Committee'.**
- **7a – to read 'A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six Councillors to be given to the Proper Officer in accordance with Standing Order 9 below, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee'.**
- **9b – to read 'No motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Proper Officer at least ten clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting'.**
- **9d – to read 'If the Proper Officer in consultation with the Chairman of the forthcoming meeting considers the wording of a motion received in accordance with standing order 9b above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting'.**
- **Include 12a-e.**
- **19av – to read 'Procurement policies (subject to standing order 19c below including the setting of**

- values for different procedures where the contract has an estimated value of less than £2,000.**
- **19c – to read ‘Financial Regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £2,000 shall be procured on the basis of a formal tender as summarised in standing order 19d below and the Council’s Quotations and Tenders Policy’.**
  - **Include 20j.**
  - **21b – to read ‘Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of Governance Review Committee. The said Committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000’.**
  - **24 – amend title to read ‘Communication with Unitary Councillors’.**
  - **Include 26a- d.**
  - **Include 27a-c.**
  - **Include 28a-b.**
  - **29b – to read ‘A motion to add to or vary or revoke one or more of the Council’s Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least six Councillors to be given to the Proper Officer in accordance with Standing Order 9 above’.**

On a vote being taken the matter was approved unanimously.



**GR14/06/13 TO RECEIVE THE AMENDED FINANCIAL REGULATIONS AND AGREE RCEOMMENDATIONS TO FULL COUNCIL**

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

**GR14/06/13.2 RESOLVED: to recommend to Full Council that the Amended Financial Regulations are received and approved with the following amendments:**

- **1.11 – delete the third bullet point.**
- **1.12 – to read 'The accounting records determined by the Council shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations (Accounts and Audit (England) Regulations 2011/817).'**
- **1.13 – to read 'The accounting records determined by the Council shall in particular contain:'**
- **1.14 – to read 'The accounting records determined by the Council shall include:'**
- **1.14 – last bullet point to read 'Procedures to ensure that uncollectable amounts, including any bad debts are submitted to the Council for approval to be written off and that the approvals are shown in the accounting records; and'**
- **1.16 – second bullet to read 'Approve any grant or a single commitment the delegated budget; and'**
- **2.1 – to read 'All accounting procedures and financial records of the Council shall be determined by**

- the Council in accordance with the Accounts and Audit Regulations’.**
- **2.2 – to read ‘On a regular basis, at least once a month, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations for all of the Councils accounts produced by the RFO. The member shall sign the reconciliations and the original bank statements or similar document as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Councils Finance and Resources Committee with any recommendations being considered and decided by the Full Council’.**
- **Include 3.1.**
- **Delete 3.2.**
- **3.3 – to read ‘Each committee shall review its three year forecast of revenue payments and receipts at least annually. Having regard to the forecast, it shall formulate and submit proposals for the following financial year to the Council no later than the end of September each year including any proposals for revising the forecast.**
- **3.4 – to read ‘The RFO must each year, by no later than September, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Resources Committee of the Council’.**
- **3.5 – to read ‘The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of December**

- each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget’.**
- **4 – to include after the title ‘Expenditure is authorised when the cheques are raised and to be signed’.**
  - **4.1 – to read ‘Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority will be determined by the Full Council for all items. Such authority is to be evidenced by a minute. Contracts may not be disaggregated to avoid controls imposed by these Financial Regulations.**
  - **Include 4.4.**
  - **4.5 – to read ‘The salary budgets are to be reviewed at least annually in September for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council or relevant Committee’.**
  - **4.7 – to read ‘In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk’s judgment it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.**
  - **5.1 – to read ‘The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO**

- and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency’.**
- **5.5c – to read ‘Fund transfers within the Councils banking arrangements as duly authorised, provided that a list of such payments shall be submitted to the next appropriate meeting of the Full Council’.**
  - **Delete 5.6 and 5.7.**
  - **5.8 – to read ‘In respect of grants Full Council shall approve expenditure in accordance with the Councils Grant Policy and allocated budgets’.**
  - **Delete 5.11.**
  - **Include 5.12 and 5.13.**
  - **6.5 – to read ‘To indicate agreement of the details shown on the cheque or order for payment with the counterfoils and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil’.**
  - **Delete 6.8 – 6.11.**
  - **6.15 – to read ‘Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. Internet banking will only be used to print bank statements and check balances to assist the RFO in the compilation of the Councils accounts’.**
  - **Delete 6.17 – 6.20.**
  - **7.2 – to read ‘Payment of salaries and payment of deductions from salary such as may be required for tax, national insurance and pension contributions, or similar statutory or discretionary deduction must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided**

**that each payment is reported to and approved by the next available Council Meeting, as set out in these regulations above’.**

- **Delete 7.6.**
- **7.8 – correct typo.**
- **Delete 8.3.**
- **10.3 – to read ‘All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (1) below and the Council’s Quotations and Tenders Policy’.**
- **11.1v – to read ‘for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and’**
- **11.2 – to read ‘Where it is intended to enter into a contract exceeding £2,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph The Clerk shall follow the procedures set out in the Quotations and Tenders Policy to obtain quotes or tenders as appropriate’.**
- **11.4 – to read ‘Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.**

**The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract in line with the Council's Quotations and Tenders Policy'.**

- **11.5 – to read 'All sealed tenders shall be opened at the same time on the prescribed date by the Clerk at a Full Council or Committee meeting in line with the Council's Quotations and Tenders Policy'.**
- **11.6 – to read 'If less than three tenders are received for contracts above £2,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works in line with the Council's Quotations and Tenders Policy'.**
- **11.7 – confirm the Standing Order number.**
- **11.8 – to read 'When it is to enter into a contract less than £2,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £2,000 and above £200 the Clerk or RFO shall strive to obtain 3 estimates in line with the Council's Quotations and Tenders Policy. Otherwise, Financial Regulation 10 (3) above shall apply'.**
- **14.2 – to read 'No tangible moveable property shall be**

**purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £200'.**

On a vote being taken the matter was approved unanimously.

**GR14/06/14 TO RECEIVE AND APPROVE THE DRAFT FREEDOM OF INFORMATION ACT POLICY FOR HANDLING REQUESTS FOR INFORMATION AND THE AMENDED INFORMATION AVAILABLE FROM ILLOGAN PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR14/06/14.2 RESOLVED: to receive and approve the draft Freedom of Information Act Policy for Handling Requests for Information and the amended Information Available from Illogan Parish Council Under the Model Publication Scheme.**

On a vote being taken the matter was approved unanimously.

**GR14/06/15 TO REVIEW THE CODE OF PRACTICE FOR HANDLING COMPLAINTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR14/06/15.2 RESOLVED: to receive and approve the Code of Practice for Handling Complaints with the following amendments:**

- **Page 3 – Complaints Against an Officer of the Council – 5 – amend to read 'The complainant may be invited to attend part of the meeting to explain the nature of their complaint, in the absence of the public and press. The complainant may be accompanied by a support or advisor;'**

On a vote being taken the matter was approved unanimously.

**GR14/06/16 TO REVIEW THE COUNCIL'S ASSET REGISTER, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed to defer this item until the next meeting.

**GR14/06/17 TO RECEIVE AND APPROVE THE CHRISTMAS 2014 RISK ASSESSMENTS AND RECOMMENDATIONS FROM THE EVENTS COMMITTEE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Cllr Ekinsmyth left the meeting.

The Clerk reported that the Events Committee had recommended that the Christmas 2014 Risk Assessments are received and approved with an amendment to the section 'Illogan Christmas Lights Switch-on Event', substituting "A1 Health and Safety" with "A suitable contractor", that the Clerk would do the briefings and de-briefings.

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

**GR14/06/17.2 RESOLVED: to receive and approve the Christmas 2014 Risk Assessment with an amendment to the section 'Illogan Christmas Lights Switch-on Event', substituting "A1 Health and Safety" with "A suitable contractor"**

On a vote being taken the matter was approved unanimously.

**GR14/06/18 TO RECEIVE AND APPROVE THE OFFICE RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Cllr Ekinsmyth returned to the meeting.

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

**GR14/06/18.2 RESOLVED: to receive and approve the Council Office Risk Assessment with the following amendments:**

- **Page 5 – Ill Health from Stress – amend additional control measure to read 'Remind employees that they are able to talk confidentially**



**to the Clerk, Council Chairman or members of the Staffing Committee'**

- **Page 7 – Lone Working – amend to read 'Please see the Lone Working Risk Assessments'**

On a vote being taken the matter was approved unanimously.

**GR14/06/19 TO RECEIVE AND APPROVE THE LONE WORKING AT COUNCIL OFFICE RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR14/06/19.2 RESOLVED: to receive and approve the Lone Working at Council Office Risk Assessment with the following amendments:**

- **Page 2 –additional control measures - delete 'Install security video cameras and a notice on the door'.**

On a vote being taken the matter was approved unanimously.

**GR14/06/20 TO RECEIVE AND APPROVE THE LONE WORKING AWAY FROM THE COUNCIL OFFICE RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR14/06/20.2 RESOLVED: to receive and approve the Lone Working Away from the Council Office Risk Assessment.**

On a vote being taken the matter was approved unanimously.

**GR14/06/21 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 10<sup>th</sup> September 2014, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 9.19pm.

Signed: ..... Chairman

Date: .....