

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office,
Tolvaddon Energy Park on Wednesday 26th February 2014 at 7.00pm.

PRESENT: Councillors Mrs Thompson (Chairman), Ekinsmyth, Mrs Loxton and
Pavey

ALSO PRESENT: Ms S Willsher, Clerk

Cllr Mrs Thompson explained the safety procedures.

GR14/02/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ford.

GR14/02/2 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.

GR14/02/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR14/02/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR14/02/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 22ND JANUARY 2014 AND THE CHAIRMAN TO SIGN THEM

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

GR14/02/5.2 RESOLVED: that the minutes of the Governance Review Committee meeting held on the 22nd January 2014 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR14/02/6 TO RECEIVE THE FIRE RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Members asked the Clerk to clarify what the following sentence under emergency lighting meant: *"Disabled evacuation should see peeps and guild lines of disabled means of escape"*.

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

GR14/02/6.2 RESOLVED: to receive the Fire Risk Assessment and to note the comments in it.

On a vote being taken the matter was approved unanimously.

GR14/02/7 TO RECEIVE AND APPROVE THE REVISED DRAFT TREE SAFETY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Clerk explained that she had revised the policy following meetings and discussions with qualified tree officers from Cornwall Council and Cormac who had suggested amendments.

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

GR14/02/7.2 RESOLVED: to receive and approve the revised Tree Safety Policy with the following amendments:

- **Page 3 – 3rd paragraph amended to read – 'The Clerk of the Council, a competent person and the Council's litter picking contractor will be appropriately trained'.**
- **Page 3 – 4th paragraph, last sentence amended to read – 'The annual inspection will provide ...'.**
- **Page 4 – Trees Within Falling Distance of the Road (Robartes Terrace), 1st paragraph amended to read – 'During the annual tree inspections ...'**

On a vote being taken the matter was approved unanimously.

It was agreed that there would be an article included in the next edition of the Illogan Review and a notice placed in the notice

board explaining how to report any concerns regarding trees and Manningham Wood.

GR14/02/8 TO RECEIVE AND APPROVE THE DRAFT ELECTRICAL EQUIPMENT AND PLANT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR14/02/8.2 RESOLVED: to receive and approve the draft Electrical Equipment and Plant Policy with the following amendments:

- Page 1 – 4th bullet point amended to read – ‘If the worker is working on non-insulated live parts’
- Page 1 – 6th bullet point is deleted
- All typos are corrected

On a vote being taken the matter was approved unanimously.

GR14/02/9 TO RECEIVE AND APPROVE THE DRAFT WORK EQUIPMENT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR14/02/9.2 RESOLVED: to receive and approve the draft Work Equipment Policy with the correction to the typos.

On a vote being taken the matter was approved unanimously.

GR14/02/10 TO RECEIVE AND APPROVE THE DRAFT RISK ASSESSMENT POLICY/ARRANGEMENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR14/02/10.2 RESOLVED: to receive and approve the draft Risk Assessment policy/arrangements.

On a vote being taken the matter was approved unanimously.

GR14/02/11 TO RECEIVE AND APPROVE THE DRAFT DISPLAY SCREEN EQUIPMENT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR14/02/11.2 RESOLVED: to receive and approve the draft Display Screen Equipment Policy with the following amendments:

- **Page 1 – 4th bullet point amended to read – ‘Provide an eye and eyesight tests on request, and special spectacles if needed in line with the Council’s Expenses Policy’.**

On a vote being taken the matter was approved unanimously.

GR14/02/12 TO RECEIVE AND APPROVE THE DRAFT FIRE AND EMERGENCY PROCEDURES POLICY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR14/02/12.2 RESOLVED: to receive and approve the draft Fire and Emergency Procedures Policy with the second sentence being amended to read ‘the fire risk assessment with be reviewed annually’.

On a vote being taken the matter was approved unanimously.

GR14/02/13 TO RECEIVE AND APPROVE THE DRAFT FIRST AID POLICY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR14/02/13.2 RESOLVED: to receive and approve the draft First Aid Policy.

On a vote being taken the matter was approved unanimously.

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

GR14/02/13.3 RESOLVED: to appoint Ms Whitmore (the Administration Assistant) as the appointed person responsible for First Aid subject to her agreement.

On a vote being taken the matter was approved unanimously.

GR14/02/14 TO RECEIVE AND APPROVE THE DRAFT CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR14/02/14.2 RESOLVED: to receive and approve the draft Control of Substances Hazardous to Health (COSHH) Policy.

On a vote being taken the matter was approved unanimously.

GR14/02/15 TO RECEIVE AND APPROVE THE DRAFT LONE WORKING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Members asked the Clerk to clarify whether the Lone Working Policy should extend to contractors who do work for the Council.

It was agreed to defer the Draft Lone Working Policy until the next meeting.

GR14/02/16 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 26th March 2014, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.15pm.

Signed: Chairman

Date: