

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Thursday 16th October 2014 at 7.00pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

Cllr Mrs Thompson explained the safety procedures.

GR14/10/16 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Ekinsmyth and Pavey.

GR14/10/17 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.

GR14/10/18 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR14/10/19 PUBLIC PARTICIPATION

There were no comments from the public.

GR14/10/20 TO RECEIVE AND APPROVE THE DRAFT CO-OPTION PROTOCOL AND AGREE ANY FUTURE ACTIONS

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

GR14/10/20.2 RESOLVED: to receive and approve the Draft Co-Option Policy with the following amendments and subject to the Clerk confirming the ineligibility criteria:

- **Page 2 – Filling the Vacancy by Co-Option – Advertising the Vacancy – 1 – amended to read 'As soon as is practicable after the notice is received from Cornwall Council ...'.**

- **Page 2 – Filling the Vacancy by Co-Option – Advertising the Vacancy – 3 – second sentence – amended to read ‘The Clerk will acknowledge all letters of application ...’.**
- **Page 2 – Procedure at the Council Meeting – 2 - amended to read ‘The co-option process will normally be the last of the items on the agenda’.**

On a vote being taken the matter was approved unanimously.

Cllr Mrs Thompson asked commended the Clerk on her work.

GR14/10/21 TO REVIEW THE TRAINING POLICY, RECEIVE RECOMMENDATIONS FROM THE STAFFING COMMITTEE AND AGREE ANY FUTURE ACTIONS

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

- GR14/10/21.2 RESOLVED:** **to receive the recommendations from the Staffing Committee and to update the Training Policy as follows:**
- **Page 2 – Training Resources – include South West Employers in the list of professional bodies.**
 - **Page 3 – Measuring the Impact of the Training Attended – last sentence – amended to read ‘The Clerk will maintain a clear evidence record and evaluation of all training events attended for both Councillors and employees’.**

On a vote being taken the matter was approved unanimously.

GR14/10/22 TO RECEIVE AND APPROVE THE PARSONAGE WELL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

- GR14/10/22.2 RESOLVED:** **to receive and approve the Parsonage Well Risk Assessment with the amendment to the typo on page 1.**

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On a vote being taken the matter was approved unanimously.

GR14/10/23 TO RECEIVE AND APPROVE THE MARY'S WELL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR14/10/23.2 RESOLVED: to receive and approve the Mary's Well Risk Assessment.

On a vote being taken the matter was approved unanimously.

GR14/10/24 TO RECEIVE AND APPROVE 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 Mrs Loxton and

GR14/10/24.2 RESOLVED: to receive and approve the Manningham Wood and the Path to the Churchyard Risk Assessment.

On a vote being taken the matter was approved unanimously.

GR14/10/25 TO RECEIVE AND APPROVE THE STRIMMER RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR14/10/25.2 RESOLVED: to receive and approve the Strimmer Risk Assessment with the correction of the spelling error on page 1.

On a vote being taken the matter was approved unanimously.

GR14/10/26 TO RECEIVE AND APPROVE THE MANUAL HANDLING RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR14/10/26.2 RESOLVED: to receive and approve the Manual

Handling Risk Assessment and that the Clerk reports to the next Full Council meeting regarding the manual handling of tables for the meetings held in Penwartha Hall and that the tables should be lifted by two people and if anyone feels unable to lift the tables that they do not do it and that the Clerk organises for some training for officers and members on manual handling and safe lifting techniques.

On a vote being taken the matter was approved unanimously.

GR14/10/27 TO RECEIVE AND APPROVE THE SLIPS, TRIPS AND FALLS RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR14/10/27.2 RESOLVED: to receive and approve the Slips, Trips and Falls Risk Assessment.

On a vote being taken the matter was approved unanimously.

GR14/10/28 TO RECEIVE AND APPROVE THE ELECTRICAL AND WORK EQUIPMENT RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR14/10/28.2 RESOLVED: that Fal Fire complete the annual PAT testing with the testing of the fire alarm equipment.

On a vote being taken the matter was approved unanimously.

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

GR14/10/28.3 RESOLVED: to receive and approve the Electrical and Work Equipment Risk Assessment.

On a vote being taken the matter was approved unanimously.

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GR14/10/29 DATE AND TIME OF NEXT MEETING

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

There being no further business the Chairman closed the meeting at 7.35pm.

Signed: Chairman

Date: