

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 25<sup>th</sup> March 2015 at 7.00pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

Cllr Mrs Thompson explained the safety procedures.

**GR15/03/1 TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies received. All members of the Committee were present.

**GR15/03/2 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.

**GR15/03/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR15/03/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR15/03/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 7<sup>TH</sup> AND 16<sup>TH</sup> OCTOBER 2014 AND THE CHAIRMAN TO SIGN THEM**

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

**GR15/03/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 7<sup>th</sup> October 2014 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

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

**GR15/03/5.3 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 16<sup>th</sup> October 2014 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR15/03/6 TO RECEIVE AND APPROVE THE DRAFT RAY UREN AWARD NOMINATION FORM, CONSIDER THE PROCESS FOR NOMINATIONS INCLUDING DEADLINES AND AGREE ANY FUTURE ACTIONS**

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

**GR15/03/6.2 RESOLVED: that the draft Ray Uren Award Nomination Form is received and approved with the following amendments:**

- **That the following is added 'Serving Councillors cannot be nominated for the Ray Uren Award'; and**
- **That the word 'nominators' is removed.**

On a vote being taken the matter was approved unanimously.

**GR15/03/7 TO RECEIVE AND APPROVE THE PENWARTHA HALL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR15/03/7.2 RESOLVED: that the Penwartha Hall Risk Assessment is received and approved and that the Clerk organises manual handling training for Councillors and requests copies of the electrical checks completed at Penwartha Hall.**

On a vote being taken the matter was approved unanimously.

**GR15/03/8 TO RECEIVE AND APPROVE THE ROSEMULLION PARK RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR15/03/8.2 RESOLVED: that the Rosemullion Park Risk Assessment is received and approved and issued to the Council's contractors with the following amendments:**

- **Page 4 – amended to read ` Contractors, employees, councillors and volunteers should carry mobile phones at all times; and**
- **Page 6 – amended to read ` The competency and training of contractors is checked before manual handling task.**

On a vote being taken the matter was approved unanimously.

**GR15/03/9 TO RECEIVE AND APPROVE THE FOOTPATHS RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR15/03/9.2 RESOLVED: that the Footpaths Risk Assessment is received and approved.**

On a vote being taken the matter was approved unanimously.

**GR15/03/10 TO RECEIVE AND APPROVE THE DISPLAY SCREEN (DSE) WORKSTATION CHECKLISTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR15/03/10.2 RESOLVED: that the Display Screen (DSE) Workstation checklists are received and approved and that a copy if filed in the personnel files.**

On a vote being taken the matter was approved unanimously.

**GR15/03/11 TO RECEIVE AND APPROVE 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 Ekinsmyth and

**GR15/03/11.2 RESOLVED: that the Control of Substances Hazardous to Health (COSHH) Risk Assessment is received and approved.**

On a vote being taken the matter was approved unanimously.

**GR15/03/12 TO RECEIVE AND APPROVE THE FOLLOWING COSHH ASSESSMENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

- i. NIPPON ANT KILLER POWDER**
- ii. SCREEN WIPES**
- iii. BATH AND WASHROOM CLEANER**
- iv. FURNITURE POLISH**
- v. BLEACH**
- vi. TONER CARTRIDGES FOR d-COLOUR MF2501/MF2001**

It was noted that the COSHH assessments were based on the Safety Data Sheets for each product.

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

**GR15/03/12.2 RESOLVED: that the COSHH assessments for Nippon Ant Killer, Screen Wipes, Bath and Washroom Cleaner, Furniture Polish, Bleach and Toner Cartridges for d-COLOUR MF2501/MF2001 are received and approved; that the assessments are kept with the products and in the Health and Safety file; that the Clerk would produce a list of policies etc for employees to read and familiarise themselves with and a signed list would be kept in their personnel files; Health and Safety Policies and COSHH assessments would be part of the induction for new employees.**

On a vote being taken the matter was approved unanimously.

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**GR15/03/13 TO RECEIVE AND APPROVE THE DRAFT ROUTINE REVIEW OF POLICIES AND RISK ASSESSMENT SCHEDULE AND AGREE ANY FUTURE ACTIONS**

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

**GR15/03/13.2 RESOLVED: that the draft Routine Review of Policies and Risk Assessment is received and approved.**

On a vote being taken the matter was approved unanimously.

**GR15/03/14 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 24<sup>th</sup> June 2015, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 7.37pm.

Signed: ..... Chairman

Date: .....