

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 11th September 2013 at 7.00pm.

PRESENT: Councillors Ekinsmyth, Ford and Pavey

ALSO PRESENT: Ms S Willsher, Clerk

Cllr Ford opened the meeting and explained the safety procedures.

GR13/09/1 TO ELECT A CHAIRMAN FOR 2013/2014

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

GR13/09/1.2 RESOLVED: that Cllr Ford would be elected Chairman for this meeting.

On a vote being taken the matter was approved unanimously.

GR13/09/2 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bentley (not a member of this committee), Ms Cadby, Mrs Loxton, Mrs Thompson and Wilkins (not a member of this committee).

GR13/09/3 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.

GR13/09/4 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR13/09/5 PUBLIC PARTICIPATION

There were no comments from the public.

GR13/09/6 TO APPOINT A VICE CHAIRMAN FOR 2013/2014

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

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GR13/09/7 THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

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

GR13/09/7.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, that the press and public are excluded due to the confidential nature of the business to be discussed.

On a vote being taken the matter was approved unanimously.

GR13/09/8 TO RECEIVE THE HEALTH AND SAFETY AUDIT REPORT, AGREE ANY FUTURE ACTIONS AND TIMESCALES FOR COMPLETION AND ANY ASSOCIATED EXPENDITURE

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

GR13/09/8.2 RESOLVED: to recommend that all of the Council's adopted policies will have the date and minute number in the bottom right hand corner.

On a vote being taken the matter was approved unanimously.

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

GR13/09/8.3 RESOLVED: to recommend that the Chairman of the Council signs the Health and Safety Policy.

On a vote being taken the matter was approved unanimously.

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

GR13/09/8.4 RESOLVED: to recommend to Full Council that Falfire are authorised to conduct a fire risk assessment on the office at a cost of £140.

On a vote being taken the matter was approved unanimously.

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

GR13/09/8.5 RESOLVED: to recommend that the Clerk complete

Risk Assessment training and re-does the of the Council's risk assessments; that all of the general policies highlighted in the Health and Safety Audit report are implemented except the noise and fire; the Clerk has delegated authority to prioritise the drafting of the general policies; all policies will be drafted and adopted by the end of the 2013/2014 municipal year.

On a vote being taken the matter was approved unanimously.

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

GR13/09/8.6 RESOLVED: to recommend that the Clerk completes further statutory training to ensure that all staff and contractors make themselves fully informed of any risks.

On a vote being taken the matter was approved unanimously.

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

GR13/09/8.7 RESOLVED: to recommend that a Health and Safety Plan is drawn up and implemented.

On a vote being taken the matter was approved unanimously.

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

GR13/09/8.8 RESOLVED: to recommend that a Health and Safety Committee is created to act as Health and Safety Champions for the Council; the Committee will be made up of one member from each of the Council's other Committees. The first meeting of the Committee will include Health and Safety Training.

On a vote being taken the matter was approved unanimously.

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

GR13/09/8.9 RESOLVED: to recommend that the Clerk completes

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Risk Assessment training; all other training requirements will be reviewed at the next meeting of this Committee.

On a vote being taken the matter was approved unanimously.
It was proposed by Cllr Ford, seconded by Cllr Pavey and

GR13/09/8.10 RESOLVED: to recommend to the Finance and Resources Committee that £2,000 is vired into a Health and Safety budget for 2013/2014 and that there is £2,000 allocated for Health and Safety in the 2014/2015 budget.

On a vote being taken the matter was approved unanimously.

GR13/09/9 DATE AND TIME OF NEXT MEETING

The next meeting would be held in January 2014.

There being no further business the Chairman closed the meeting at 8.20pm.

Signed: Chairman

Date: