

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 31<sup>st</sup> July 2013 at 7.00pm.

PRESENT: Councillors Ford, Mrs Loxton, Pavey and Mrs Thompson

ALSO PRESENT: Ms S Willsher, Clerk; Cllrs Bentley, Mrs Ferrett and Szoka.

Cllr Ford opened the meeting and explained the safety procedures.

**GR13/07/1 TO ELECT A CHAIRMAN FOR 2013/2014**

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

**GR13/07/1.2 RESOLVED: that Cllr Mrs Thompson would be elected Chairman for this meeting.**

On a vote being taken the matter was approved unanimously.

**GR13/07/2 TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies received.

**GR13/07/3 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.

**GR13/07/4 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR13/07/5 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR13/07/6 TO APPOINT A VICE CHAIRMAN FOR 2013/2014**

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

**GR13/07/7 TO REVIEW THE PUBLICATION SCHEME AND AGREE ANY AMENDMENTS**

Members discussed including reports on the annual return and report by auditor, finalised budget, precept and the schedule of Council meetings in the Annual Report and Illogan Review. The Clerk reported that there would be articles on Illogan Parish Council in the Illogan Review in the future.

Cllr Ford believed that this Council had bye laws for the control of behavior in the churchyard by making it an alcohol free zone. It was agreed that the Clerk would look into it and report back.

Cllr Ford asked the Clerk to confirm whether the Data Protection Policy was implied under the Freedom of Information Act.

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

**GR13/07/7.2 RESOLVED: that the Publication Scheme has been reviewed and there are no amendments required.**

On a vote being taken the matter was approved unanimously.

**GR13/07/8 TO REVIEW THE GRANT POLICY AND APPLICATION FORM AND AGREE ANY AMENDMENTS**

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

**GR13/07/8.2 RESOLVED: that the Grant Policy is reviewed and amended a follows:**

- **under the process the last sentence would read ' The applications will be presented to the Council and discussed at the November and June meetings, unless delay would breach the retrospective rule';**
- **the following paragraph would be added to the end of the policy ' All organisations who receive a grant will be required to attend the Annual Council Meeting in May to report on their group's activities and the use of the grant'**

On a vote being taken the matter was approved unanimously.

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**GR13/07/9 THAT THE COUNCIL RESOLVED 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 Ford, seconded by Cllr Mrs Loxton and

**GR13/07/9.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act the press and public are excluded from the remainder of the meeting due to the confidential nature of the business to be discussed.**

On a vote being taken the matter was approved unanimously.

**GR13/07/10 TO RECEIVE A REPORT FROM THE CLERK ON HEALTH AND SAFETY FURTHER TO THE TRAINING RECEIVED AND AGREE ANY FUTURE ACTIONS OR RECOMMENDATIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR13/07/10.2 RESOLVED: that the Health and Safety report from the Clerk is received; that a full Health and Safety Audit is completed by a competent person at a cost of £250; that the Clerk organises Health and Safety training for the whole Council; that a Health and Safety Plan is compiled; all policies etc are reviewed and amended as appropriate; that a system of monitoring is introduced; that the Clerk is further trained as necessary; that there is an item on every Full Council agenda to receive a report on Health and Safety; that a budget is created specifically for Health and Safety and that the Clerk's appraisal covers the Health and Safety Plan and reviews the actions and timescales for completion.**

On a vote being taken the matter was approved unanimously.

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**GR13/07/11    DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 9<sup>th</sup> October, 7pm  
in the Council Office.

There being no further business the Chairman closed the meeting at 7.59pm.

Signed: ..... Chairman

Date: .....