

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 8th February 2017 at 7pm.

Page PRESENT: Councillors Mrs Thompson (Chairman), Crabtree (Vice Chairman), Ford and Pavey

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

GR17/02/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received; all members were present.

There were no members absent.

GR17/02/2 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.

GR17/02/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR17/02/4 PUBLIC PARTICIPATION (MAXIMUM OF 15 MINUTES – EVERY SPEAKER A LIMIT OF 3 MINUTES UNDER COUNCIL STANDING ORDERS)

There were no comments from the public.

GR17/02/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 25TH JANUARY 2017 AND THE CHAIRMAN TO SIGN THEM

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

GR17/02/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 25th January 2017 are received and approved and signed by the Chairman with the following amendments:

- **Page 124 – Minute GR17/01/12.2 – amend to read 'Page 1 – last sentence**

of 1st paragraph – amend to read ‘This policy will cover Manningham Wood and all other areas that contain trees for which the Council is responsible.’

- Page 128 – minute GR17/01/23.2 – correct the typo
- Page 131 – Minute GR17/01/31.2 – amend to read ‘to receive and approve the approved contractor list as detailed below. That the Clerk would look ...’

On a vote being taken the matter was approved unanimously.

GR17/02/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

The Clerk reported that she had emailed Plumbtastic and was awaiting a response. Cllr Pavey was in the process of contacting DC Electrical.

GR17/02/7 TO REVIEW THE VIOLENCE AT WORK POLICY AND AGREE ANY FUTURE ACTIONS

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

- GR17/02/7.2 RESOLVED: that the Violence at Work Policy is reviewed and that the typo on page 3 is corrected – ‘suitably’ not ‘suitable’.**

On a vote being taken the matter was approved unanimously.

GR17/02/8 TO RECEIVE THE AMENDED FINANCIAL REGULATIONS, AGREE ANY FUTURE ACTIONS AND ANY RECOMMENDATIONS TO FULL COUNCIL

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

- GR17/02/8.2 RESOLVED: that the Financial Regulations have been reviewed and that the following amendments are recommended to Full Council:**

- 1.6 – amend to read ‘These Financial Regulations are designed to demonstrate how the Council meets these responsibilities and requirements.’
- 1.12 – amend to read ‘The accounting records determined by the Council shall be sufficient to show and explain the

Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the current Accounts and Audit Regulations.'

- **1.14 – 4th bullet point – amend to read 'Procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the prior approval of the RFO.'**
- **1.16 – 2nd bullet point – amend to read 'Approve any grant or a single commitment in excess of [£2,000]; and'**
- **Section 2 – amend title to read 'ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**
- **2.1 – amend to read 'All accounting procedures and financial records of the council shall be determined by the Council in accordance with the Accounts and Audit Regulations.'**
- **2.2 – amend to read 'On a regular basis, at least once a month, and at each financial year end, two members shall be ...'**
- **3.3 – amend to read 'The RFO must each year, by no later than the end of September ...'**
- **4.1 – amend to read 'Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:**
 - **the council for all items over [£2,000];**
 - **a duly delegated committee of the council for items over [£500]; or**
 - **the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £500.**

- **Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.**
 - **Contracts may not be disaggregated to avoid controls imposed by these regulations.**
- **4.8 – amend to read ‘In cases of extreme risk to the delivery of Council services, in liaison with the Chairman or Vice Chair of the Council or if neither available the Chair of an appropriate Committee, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk’s judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Council as soon as practicable thereafter.’**
- **4.11 – amend to read ‘The RFO shall regularly, provide the Council with a statement of receipts and payments to date under each head of the budget, comparing actual expenditure to the appropriate date against the planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £100 or 15% of the budget.’**
- **That the Clerk would include a space for the Chair of Full Council to sign the schedule of payments once it had been approved for payment.**
- **7.4 – amend to read ‘Cheques or orders for payment drawn on the bank in accordance with the schedule as presented to Council shall be signed by two members of Council, and countersigned by the Clerk after the meeting, in accordance with a resolution instructing that payment.’**

- **All of the Financial Regulations will be deferred until further information has been received from CALC and in light of the HMRC requiring the Council to pay its PAYE contributions electronically and not by cheque.**
- **12.8 – add the following:**
 - b. **Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations**
 - c. **The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).**
 - d. **Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.**
- **Section 13 – amend title to read ‘PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER WORKS (PUBLIC WORKS CONTRACTS)’**

- **That where a Financial Regulation related to another the Clerk will check that the reference numbers are correct and that they are signposting the reader to the correct regulation.**

On a vote being taken the matter was approved unanimously.

GR17/02/9 TO REVIEW THE CODE OF CONDUCT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

- GR17/02/9.2 RESOLVED: that the Code of Conduct has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

GR17/02/10 TO REVIEW STANDING ORDERS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

- GR17/02/10.2 RESOLVED: that the Standing Orders have been reviewed and that the following recommendations are made to Full Council:**

- **7e – amend to read ‘The monthly meetings will be held every 3rd Wednesday of the month excepting December when the meeting will be held on the 2nd Wednesday of the month.**
- **7l iv – amend to read ‘Public Participation (not to exceed 15 minutes)**
- **13a – amend to read ‘Confidential or sensitive information will be printed on pink paper and marked as confidential.’**
- **That the Clerk would compile a comparison of the Council’s Standing Orders on the Code of Conduct and Dispensations and the amendments forwarded by CALC and that they would be considered at the next meeting of this Committee.**

On a vote being taken the matter was approved unanimously.

GR17/02/11 TO REVIEW THE WORK RELATED DRIVING POLICY, RECEIVE AND APPROVE THE WORK RELATED DRIVING JOURNEY PLAN, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/11.2 RESOLVED: that the Work Related Driving Policy has been reviewed and that there are no changes to be made. That the Work Related Driving Journey Plan is received and approved.

On a vote being taken the matter was approved unanimously.

GR17/02/12 TO REVIEW THE HAND, ARM AND WHOLE BODY VIBRATION POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/12.2 RESOLVED: that the Hand, Arm and Whole Body Vibration Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/02/13 TO REVIEW THE MANUAL HANDLING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/13.2 RESOLVED: that the Manual Handling Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/02/14 TO REVIEW THE WORK AT HEIGHT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/14.2 RESOLVED: that the Work at Height Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

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GR17/02/15 TO REVIEW THE ASBESTOS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/15.2 RESOLVED: that the Asbestos Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/02/16 TO REVIEW THE HEALTH AND SAFETY TRAINING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/16.2 RESOLVED: that the Health and Safety Training Policy has been reviewed and that the following changes are made:

- **Page 1 – last sentence of last paragraph – amend to read 'The Clerk and Proper Officer shall undertake refresher training as and when appropriate. The Clerk and Proper Officer will keep up to date with legislation changes by signing up to the HSE alerts and newsletters. Training and ...'**

On a vote being taken the matter was approved unanimously.

GR17/02/17 TO REVIEW THE NOISE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/17.2 RESOLVED: that Noise Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/02/18 TO REVIEW THE POLICY AND PROCEDURES FOR THE TREATMENT OF ALCOHOL & DRUG ABUSE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/18.2 RESOLVED: that the Policy and Procedures for the

Treatment of Alcohol and Drug Abuse has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/02/19 TO REVIEW THE EQUAL OPPORTUNITIES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/19.2 RESOLVED: that the Equal Opportunities Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/02/20 TO REVIEW THE EMPLOYEE EXPENSES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/20.2 RESOLVED: that the Employee Expenses Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/02/21 TO REVIEW THE CORNISH LANGUAGE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/21.2 RESOLVED: that the Cornish Language Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/02/22 TO REVIEW THE GUIDELINES FOR BROADCASTING OR USING SOCIAL MEDIA AT COUNCIL MEETINGS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/22.2 RESOLVED: that the Guidelines for Broadcasting or Using

Social Media at Council Meetings has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/02/23 TO REVIEW THE GRIEVANCE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/23.2 RESOLVED: that the Grievance Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/02/24 TO REVIEW THE DISCIPLINARY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/24.2 RESOLVED: that the Disciplinary Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/02/25 TO REVIEW THE CAPABILITY PROCEDURE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/25.2 RESOLVED: that the Capability Procedure has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/02/26 TO REVIEW THE USE OF IT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/26.2 RESOLVED: that the Use of IT Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

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GR17/02/27 TO REVIEW THE WEBSITE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/27.2 RESOLVED: that the Website Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/02/28 TO REVIEW THE GOOD GOVERNANCE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/28.2 RESOLVED: that the Good Governance Policy has been reviewed and the typo is corrected on page 4.

On a vote being taken the matter was approved unanimously.

GR17/02/29 TO RECEIVE THE DRAFT HEALTH QUESTIONNAIRE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/29.2 RESOLVED: that the Draft Health Questionnaire is received and approved and given to contractors to complete.

On a vote being taken the matter was approved unanimously.

GR17/02/30 TO CONSIDER PROVIDING COUNCILLORS WITH CPR TRAINING, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/30.2 RESOLVED: that the Clerk would obtain quotes for CPR training and that the training will be offered to all members and officers.

On a vote being taken the matter was approved unanimously.

GR17/02/31 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the Wednesday 26th April 2017 , 7pm in the Council Office.

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GR17/02/32 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT THE PRESS AND PUBLIC ARE EXCLUDED DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

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

GR17/02/32.2 RESOLVED: that under the 1960 Public Bodies (Admissions to Meetings) Act 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.

GR17/02/33 TO CONSIDER HAVING AN HEALTH AND SAFETY AUDIT BY AN INDEPENDENT QUALLIFIED PERSON, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/02/33.2 RESOLVED: that Keith Uren is appointed to complete a Health and Safety Audit at a maximum cost of £680.

On a vote being taken the matter was approved unanimously.

GR17/02/34 TO RECEIVE QUOTES FOR THE COMPLETION OF A LONE WORKING RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

I It was proposed by Cllr Ford, seconded by Cllr Crabtree and

GR17/02/34.2 RESOLVED: that Keith Uren is appointed to complete a Lone Working Risk Assessment at a maximum cost of £80.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.19pm.

Signed: Chairman

Date: