

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 26<sup>th</sup> April 2017.

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

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

**GR17/04/1 TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies received.

There were no members absent.

**GR17/04/2 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.

**GR17/04/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR17/04/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR17/04/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 8<sup>TH</sup> FEBRUARY 2016 AND THE CHAIRMAN TO SIGN THEM**

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

**GR17/04/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 8<sup>th</sup> February 2017 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR17/04/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

ILLOGAN PARISH COUNCIL

**GR17/04/7 TO REVIEW THE CODE OF CONDUCT AND AGREE ANY RECOMMENDATIONS TO FULL COUNCIL (DEFERRED FROM THE LAST MEETING)**

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

**GR17/04/7.2 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.

**GR17/04/8 TO REVIEW THE GUIDE TO AWARDING DISPENSATIONS AND AGREE ANY RECOMMENDATIONS TO FULL COUNCIL (DEFERRED FROM LAST MEETING)**

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

**GR17/04/8.2 RESOLVED: that the Guide to Awarding Dispensations has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/9 TO REVIEW THE FINANCIAL REGULATIONS IN RELATION TO THE COUNCIL'S DECISION REGARDING ELECTRONIC PAYMENTS AND AGREE A RECOMMENDATION TO FULL COUNCIL**

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

- GR17/04/9.2 RESOLVED: that the Financial Regulations have been reviewed and that the following recommendations are made to Full Council:**
- **Financial Regulation 2.2 is amended to read 'On a regular basis , at least once a month, and at ...'**
  - **That a new Financial Regulation is inserted between the current 7.11 and 7.12 to become the new 7.12 and that the remaining Financial Regulations are renumbered appropriately. The new Financial Regulation will read 'Payments to the HMRC may be made by internet banking transfer provided evidence is retained showing which members approved the payment. The Chair and one other member of the Finance and**

**Resources Committee will be signatories for internet banking transfers.'**

On a vote being taken the matter was approved unanimously.

**GR17/04/10 TO REVIEW THE STANDING ORDERS IN RELATION TO THE COUNCIL'S DECISION REGARDING ELECTRONIC PAYMENTS AND MAKE A RECOMMENDATION TO FULL COUNCIL**

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

**GR17/04/10.2 RESOLVED: to recommend to Full Council that the Current Standing Orders 16 – Code of Conduct and Dispensations and 17 – Code of Conduct Complaints are replaced with the following:**

- **Title – Code of Conduct, Complaints and Dispensations.**
- **Subtitle – General**
- **The Council has adopted the Cornwall Code of Conduct for City, Community, Parish and Town Councils which will apply to all councillors and members of the public co-opted to serve on Committees and sub Committees of the Council in respect of the entire meeting.**

**All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest.**

- **Members must have particular regard to their obligation to record and leave the room for certain matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.**
- **The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.**
- **Subtitle – Members and the Code of Conduct**
- **All councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.**
- **All councillors and members of the public co-opted to serve on Council committees**

- and sub committees shall maintain a Register of Disclosable Pecuniary Interests, and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.**
- **Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.**
  - **Where a non-registerable interest arises from membership of an outside body as defined in 3.5a of the Council's code of conduct, a councillor may remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.**
  - **All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.**
  - **A Member of the Council may, for the purposes of his duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.**
  - **Subtitle – Dispensations**
  - **The Council has adopted a policy for the issuing of dispensations which is in accordance with the Council's Code of Conduct.**

- **This policy shall apply to all meetings of the Council, its committees and sub-committees.**
- **No dispensation will be awarded for any meeting where there are no minutes of the proceedings.**
- **Subtitle - Allegations of breaches of the Code of Conduct**
- **Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of full council.**
- **Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.**
- **Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint**
- **The council may:**
  - i. **provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;**
  - ii. **seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;**
- **References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.**
- **Upon notification by the Monitoring Officer of the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of**

**conduct, the council shall consider any recommendations of the Monitoring Officer and what, if any, action to take against him in accordance with the recommendations. The Council has no ability to impose its own sanctions against a member found in breach of the Code of Conduct.**

**Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to council premises except to attend meetings.**

On a vote being taken the matter was approved unanimously.

**GR17/04/11 TO REVIEW THE TRAINING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/11.2 RESOLVED: that the Training Policy has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/12 TO REVIEW THE ABSENCE MANAGEMENT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/12.2 RESOLVED: that the Absence Management Policy has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/13 TO REVIEW THE ANNUAL LEAVE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/13.2 RESOLVED: that the Annual Leave Policy has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

ILLOGAN PARISH COUNCIL

**GR17/04/14 TO REVIEW THE CHRISTMAS EVENTS RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/14.2 RESOLVED: that the Christmas Events Risk Assessment has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/15 TO REVIEW THE COUNCIL OFFICE RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/15.2 RESOLVED: that the Council Office Risk Assessment has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/16 TO REVIEW THE VIOLENCE AT WORK RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr, seconded by Cllr and

**GR17/04/16.2 RESOLVED: that the Violence at Work Risk Assessment has been reviewed and that there are no changes to be made. That Cllr Pavey would obtain prices for safes.**

On a vote being taken the matter was approved unanimously.

**GR17/04/17 TO REVIEW THE ILLOGAN PARISH FAIR RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/17.2 RESOLVED: that the Illogan Parish Fair Risk Assessment has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/18 TO REVIEW THE CODE OF PRACTICE FOR HANDLING COMPLAINTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/18.2 RESOLVED: that the Code of Practice for Handling Complaints has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/19 TO REVIEW THE PUBLICATION SCHEME AND FREEDOM OF INFORMATION ACT POLICY FOR HANDLING REQUESTS FOR INFORMATION, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/19.2 RESOLVED: that the Publication Scheme and Freedom of Information Act Policy for Handling Requests for Information has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/20 TO REVIEW THE COUNCILLORS EXPENSES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/20.2 RESOLVED: that the Councillors Expenses Policy has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/21 TO REVIEW THE CO-OPTION PROTOCOL, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/21.2 RESOLVED: that the Co-Option Protocol has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.



ILLOGAN PARISH COUNCIL

**GR17/04/22 TO REVIEW THE PARSONAGE WELL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/22.2 RESOLVED: that the Parsonage Well Risk Assessment has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/23 TO REVIEW THE FOOTPATHS RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/23.2 RESOLVED: that the Footpaths Risk Assessment has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/24 TO REVIEW THE ROSEMULLION PARK RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/24.2 RESOLVED: that the Rosemullion Park Risk Assessment has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/25 TO REVIEW THE POLICY AND FLOWCHART FOR DEALING WITH REQUESTS FOR MAINTENANCE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/25.2 RESOLVED: that the Policy and Flowchart for Dealing with Requests for Maintenance has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

ILLOGAN PARISH COUNCIL

**GR17/04/26 TO REVIEW THE USE OF ILLOGAN PARK FOR EVENTS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/26.2 RESOLVED: that the Use of Illogan Park for Events Policy has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/27 TO REVIEW THE BUDGET SETTING PROCESS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/27.2 RESOLVED: that the Budget Setting Process has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/28 TO REVIEW THE PLANNING PROCESS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/28.2 RESOLVED: that the Planning Process has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/04/29 TO CONSIDER WHICH POLICY(S) TO INCLUDE THAT THE COUNCIL WILL NOT ALLOW THE RELEASE OF LANTERNS OR BALLOONS FROM LAND IT OWNS OR MANAGES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE(DEFERRED FROM THE PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD ON THE 1<sup>ST</sup> FEBRUARY 2017)**

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

**GR17/04/29.2 RESOLVED: that the 'Use of Illogan Park for Events Policy' is renamed the 'Use of Open Spaces (Owned or Managed by Illogan Parish Council) for Events Policy' and that a section is added that the Council will not allow the release of lanterns or balloons from any land that it owns or manages.**

On a vote being taken the matter was approved unanimously.

ILLOGAN PARISH COUNCIL

**GR17/04/30 TO REVIEW THE ILLOGAN PARISH COUNCIL HEALTH AND SAFETY PLAN, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/04/30.2 RESOLVED: that the review of the Illogan Parish Council Health and Safety Plan will be deferred until after the Governance Review Committee has received the Health and Safety Audit Report.**

On a vote being taken the matter was approved unanimously.

**GR17/04/31 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on the Wednesday 14<sup>th</sup> June 2017, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 7.53pm.

Signed: ..... Chairman

Date: .....