

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 28<sup>th</sup> June 2017 at 7pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

**GR17/06/1 TO ELECT A CHAIRMAN OF THE GOVERNANCE REVIEW COMMITTEE FOR THE MUNICIPAL YEAR 2017/2018**

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

**GR17/06/1.2 RESOLVED: that Cllr Mrs Thompson is elected Chairman of the Governance Review Committee for the municipal year 2017/2018**

On a vote being taken the matter was approved unanimously.

**GR17/06/2 TO APPOINT A VICE CHAIRMAN OF THE GOVERNANCE REVIEW COMMITTEE FOR THE MUNICIPAL YEAR 2017/2018**

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

**GR17/06/2.2 RESOLVED: to defer the appointment of a Vice Chairman of the Governance Review Committee until the vacancies on the Committee have been filled.**

On a vote being taken the matter was approved unanimously.

**GR17/06/3 TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies; all members were present.

There were no members absent.

**GR17/06/4 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.

**GR17/06/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR17/06/6 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR17/06/7 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 26<sup>TH</sup> APRIL 2017 AND THE CHAIRMAN TO SIGN THEM**

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

**GR17/06/7.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 26<sup>th</sup> April 2017 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR17/06/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

Cllr Ford queried whether the requirement included in the Council's Standing Orders for Councillors to complete Code of Conduct Training could be enforced.

**GR17/06/9 TO CONSIDER A POLICY FOR THE INSPECTION AND REPAIR OF ROADS OWNED OR MANAGED BY ILLOGAN PARISH COUNCIL AND AGREE ANY FUTURE ACTIONS**

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

**GR17/06/9.2 RESOLVED: that the Policy for the inspection and repair of roads owned or managed by Illogan Parish Council will read 'that visual checks will be completed regularly, at least twice per year; that the Council will respond to any correspondence or grievances promptly and that the roads will be maintained and repaired to an appropriate standard'.**

On a vote being taken the matter was approved unanimously.

**GR17/06/10 TO RECEIVE THE COSTINGS FOR A SAFE FROM CLLR PAVEY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Cllr Pavey reported that his source had not come across any second hand safes recently although he was still looking. It was agreed that if a second hand safe could not be located soon that Cllr Pavey would find out the cost of a new safe.

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

**GR17/06/10.2 RESOLVED: to authorise the purchase of a safe up to a maximum cost of £200 when a second hand one became available and if one was not available in the near future a new safe would be sought at the same cost.**

On a vote being taken the matter was approved unanimously.

**GR17/06/11 TO RECEIVE THE HEALTH AND SAFETY AUDIT REPORT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Councillors commended Mr Uren on his report and agreed that the report would be used to consider and amend policies in the future.

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

**GR17/06/11.2 RESOLVED: that the Health and Safety Audit Report is received.**

On a vote being taken the matter was approved unanimously.

**GR17/06/12 TO REVIEW THE MANUAL HANDLING RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/12.2 RESOLVED: that the Manual Handling Risk Assessment has been reviewed and that the initial risk rating on page 2 is amended to number 2.**

On a vote being taken the matter was approved unanimously.

**GR17/06/13 TO REVIEW THE SLIPS, TRIPS AND FALLS RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/13.2 RESOLVED: that the Slips, Trips and Falls Risk Assessment and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/06/14 TO REVIEW THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH RISK ASSESSMNT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/14.2 RESOLVED: that the Clerk rewrites the Control of Substances Hazardous to Health (COSHH) Risk Assessment in line with the comments made in the Health and Safety Audit.**

On a vote being taken the matter was approved unanimously.

**GR17/06/15 TO REVIEW THE ELECTRICAL AND WORK EQUIPMENT RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/15.2 RESOLVED: that the Electrical and Work Equipment Risk Assessment has been reviewed and that the following amendments are made:**

- **Page 2 – Control measures already in place – amend to read ‘All electrical equipment is PAT tested in line with the Electrical and Work Equipment Policy’**

On a vote being taken the matter was approved unanimously.

**GR17/06/16 TO REVIEW THE PENWARTHA HALL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/16.2 RESOLVED: that the Penwartha Hall Risk Assessment has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/06/17 TO REVIEW THE NIPPON ANT KILLER POWDER COSHH ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/17.2 RESOLVED: that the Nippon Ant Killer COSHH Assessment is re-written in line with the Health and Safety Audit using the form contained in Appendix D.**

On a vote being taken the matter was approved unanimously.

**GR17/06/18 TO REVIEW THE SCREEN WIPES COSHH ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/18.2 RESOLVED: that the Screen Wipes COSHH Assessment is re-written in line with the Health and Safety Audit using the form contained in Appendix D.**

On a vote being taken the matter was approved unanimously.

**GR17/06/19 TO REVIEW THE BATH AND WASHROOM COSHH ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/19.2 RESOLVED: that the Bath and Washroom Cleaner COSHH Assessment is re-written in line with the Health and Safety Audit using the form contained in Appendix D.**

On a vote being taken the matter was approved unanimously.

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**GR17/06/20 TO REVIEW THE FURNITURE POLISH COSHH ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/20.2 RESOLVED: that the Furniture Polish COSHH Assessment is re-written in line with the Health and Safety Audit using the form contained in Appendix D.**

On a vote being taken the matter was approved unanimously.

**GR17/06/21 TO REVIEW THE BLEACH COSHH ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/21.2 RESOLVED: that the Bleach COSHH Assessment is re-written in line with the Health and Safety Audit using the form contained in Appendix D.**

On a vote being taken the matter was approved unanimously.

**GR17/06/22 TO REVIEW THE TONER CARTRIDGES FOR D/COLOUR MF2501/MF2001 COSHH ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/22.2 RESOLVED: that the Toner Cartridges for D/COLOUR MF2501/MF2001 COSHH Assessment is re-written in line with the Health and Safety Audit using the form contained in Appendix D.**

On a vote being taken the matter was approved unanimously.

**GR17/06/23 TO REVIEW THE PRESS/MEDIA POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed that this item would be deferred until the next meeting.

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**GR17/06/24 TO REVIEW THE MARY'S WELL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/24.2 RESOLVED: that the Mary's Well Risk Assessment has been reviewed and that the following amendments are made:**

- **Page 1 – first sentence amend to read 'Mary's Well is located on the corner adjacent to the cross roads between Alexandra Road, School Lane and Merrose Lane.'**

On a vote being taken the matter was approved unanimously.

**GR17/06/25 TO REVIEW THE MANNINGHAM WOOD AND THE PATH TO THE CHURCHYARD RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/25.2 RESOLVED: that the Manningham Wood and the Path to the Churchyard Risk Assessment has been reviewed and that there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR17/06/26 TO REVIEW THE ILLOGAN PARK RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/26.2 RESOLVED: that the Clerk would query with Mr Uren why the Illogan Park Risk Assessment was not referred to in his audit report. That the Illogan Park Risk Assessment has been reviewed and that there are no changes pending consultation with Mr Uren.**

On a vote being taken the matter was approved unanimously.

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**GR17/06/27 TO REVIEW THE FIRE RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/27.2 RESOLVED: that the Clerk would query with Mr Uren why the Fire Risk Assessment was not referred to in his audit report. That the Fire Risk Assessment has been reviewed and that there are no changes pending consultation with Mr Uren.**

On a vote being taken the matter was approved unanimously.

**GR17/06/28 TO REVIEW THE LEGIONELLA RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/28.2 RESOLVED: that the Clerk would obtain quotes for the completion on a new Legionella Risk Assessment and ongoing monitoring.**

On a vote being taken the matter was approved unanimously.

**GR17/06/29 TO REVIEW THE LAND AT THE END OF WOODBINE LANE RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/29.2 RESOLVED: that the Land at the End of Woodbine Lane Risk Assessment has been reviewed and that the Clerk would compile a briefing note on vegetation that had the potential to cause harm, this would include giant hogweed and that the following amendments are made:**

- **Page 6 – Additional controls required – remove 'Introduce a health questionnaire to ascertain any allergies etc and assess whether individuals should be tasked with completing work in the woods'**

On a vote being taken the matter was approved unanimously.



**GR17/06/30 TO REVIEW THE ILLOGAN PARISH COUNCIL HEALTH AND SAFETY PLAN, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR17/06/30.2 RESOLVED: that the Illogan Park Health and Safety Plan has been reviewed and that the following amendments and actions are made:**

- **The items that have been completed are removed.**
- **That the Clerk obtains quotes for a fire risk assessment to be completed on Illogan Park Changing Rooms.**
- **That there is an item on the next agenda to make recommendations to Full Council on out of hours contact details etc for Illogan Park.**
- **That the items relating to the strimmer are removed as the Council no longer owns it.**

On a vote being taken the matter was approved unanimously.

**GR17/06/31 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on the Wednesday 23<sup>rd</sup> August 2017, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.13pm.

Signed: ..... Chairman

Date: .....