

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 30<sup>th</sup> January 2019 at 7pm.

PRESENT: Councillors Mrs Thompson (Chairman), Ford (Vice Chairman), Crabtree, Mrs Roberts and Mrs Share (not a member of this Committee)

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

**GR19/01/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Pavey.

There were no members absent.

**GR19/01/2 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.

**GR19/01/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations

**GR19/01/4 PUBLIC PARTICIPATION**

There were no members of the public present.

**GR19/01/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 26<sup>TH</sup> SEPTEMBER 2018 AND THE CHAIRMAN TO SIGN THEM**

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

**GR19/01/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 26<sup>th</sup> September 2018 are received and approved and signed by the Chairman.**

On a vote being taken on the matter there were 3 votes FOR and 0 votes AGAINST.

**GR19/01/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**GR19/01/7 TO RECEIVE INFORMATION ON THE GENERAL DATA PROTECTION ACT WHICH CAME INTO FORCE FROM THE 25<sup>TH</sup> MAY 2018, CONSIDER THE IMPLICATIONS FOR THE COUNCIL AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

The Clerk reported that she had worked closely with Cornwall Council on the GDPR documents. She had completed a lot of the amendments, as she knew how this Council worked, and Cornwall Council had checked everything and provided templates etc. Cornwall Council officers had been helpful and good to work with.

**GR19/01/8 TO RECEIVE AND APPROVE THE DRAFT PRIVACY POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/8.2 RESOLVED: that the Draft Privacy Policy is received with the following amendments and queries:**

- That the typos are corrected;
- That the Clerk makes a note to check with the Council's new IT support provider, when appointed, whether cookies are used and if so, how, by who and what for;
- That the Clerk makes a note to check with the Council's new IT support provider, when appointed, whether data is collected from visitors to our website and what happens to it;
- That the Clerk makes a note to check with the Council's new IT support provider, when appointed, whether there are any email security measures in place for people who emails us and what monitoring there is for viruses, malware etc;
- Page 4 – Changes to this Privacy Notice – that the date is updated to the date the Privacy Policy is adopted;
- That the Clerk makes a note to check with the Council's new IT support provider, when appointed, whether google analytics are used to gather website hit

- statistics in relation to Page 5 – How we use your information – the first 2 bullet points;
- Page 5 – Where we store your personal data – that the Clerk confirms where the Council’s cloud backups are held once the new IT support provider has been appointed;
- Page 5 – Users under 18 – that the Clerk queries the age limits included as members felt they seemed low in terms of child protection and whether there should be one standard age – it was noted that in other areas parental consent was required for anyone under the age of 16; and
- To recommend to the Finance and Resources Committee that a new email address ‘dpo@illoganparishcouncil.gov.uk’ is created.

On a vote being taken the matter was approved unanimously.

**GR19/01/9 TO RECEIVE AND APPROVE THE DRAFT PRIVACY NOTICE TEMPLATE FOR DATA OBTAINED DIRECTLY FROM DATA SUBJECTS AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/9.2 RESOLVED: that the Draft Privacy Notice Template for Data Obtained Directly from Data Subject is received and approved with the following amendments:**

- That the typos are corrected;
- Page 2 – section 5 – Retention period or criteria used to determine the retention period – delete ‘when adopted’; and
- To recommend to the Finance and Resources Committee that a new email address ‘dpo@illoganparishcouncil.gov.uk’ is created.

On a vote being taken the matter was approved unanimously.

**GR19/01/10 TO RECEIVE AND APPROVE THE DRAFT PRIVACY NOTICE TEMPLATE FOR DATA OBTAINED VIA A THIRD PARTY AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/10.2 RESOLVED: that Draft Privacy Notice Template for Data Obtained Via a Third Party is received and approved with the following amendments:**

- **That the typos are corrected;**
- **Page 3 – section 5 – Retention period or criteria used to determine the retention period – delete ‘when adopted’; and**
- **To recommend to the Finance and Resources Committee that a new email address ‘dpo@illoganparishcouncil.gov.uk’ is created.**

On a vote being taken the matter was approved unanimously.

**GR19/01/11 TO RECEIVE AND APPROVE THE DATA AUDIT COLLATED WITH PURPOSE OF PROCESSING AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/11.2 RESOLVED: that the Data Audit Collated with the Purpose of Processing is received and approved with the slight reformatting of the boxes to ensure all the text is fully included.**

On a vote being taken the matter was approved unanimously.

**GR19/01/12 TO RECEIVE THE DATA BREACH PROCEDURE AND LOG AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/12.2 RESOLVED: that the Data Breach Procedure and Log are received and approved with the correction of the typos.**

On a vote being taken the matter was approved unanimously.

**GR19/01/13 TO RECEIVE AND APPROVE THE DRAFT RIGHT OF ACCESS, RECTIFICATION AND ERASURE (RARE) REQUEST PROCEDURE AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/13.2 RESOLVED: that the Draft Right of Access Rectification and Erasure (RARE) Request Procedure is received and approved with the following amendments and queries:**

- That the typo's are corrected;
- Page 3 – Step-by-Step procedure – first bullet point 1 – add at the end 'The Clerk will work on the assumption that the requestor has the legal authority and capacity and if the Clerk is in doubt they will liaise with the Cornwall Council Corporate Governance Team'; and
- That the Clerk makes a note to check with the Council's new IT support provider, when appointed, how the Council would search emails for information relating to a specific topic and whether there is a retention period for emails.

On a vote being taken the matter was approved unanimously.

**GR19/01/14 TO RECEIVE AND APPROVE THE DRAFT RIGHT OF ACCESS, RECTIFICATION AND ERASURE (RARE) DETAILED GUIDANCE AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/14.2 RESOLVED: that the Draft Right of Access, Rectification and Erasure (RARE) Detailed Guidance is received and approved with the following amendments:**

- That the typos are corrected; and
- Page 4 – 5.3 – 1<sup>st</sup> paragraph - amend to read 'Yes, the Clerk, or the Administration Assistant in the absence of the Clerk, in liaison...'

On a vote being taken the matter was approved unanimously.

**GR19/01/15 TO RECEIVE AND APPROVE THE DRAFT RETENTION OF DOCUMENTS POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/15.2 RESOLVED: that the Draft Retention of Documents Policy including the amendments by Cornwall Council are received and approved with the following amendments:**

- **That the typos are corrected;**
- **Page 4 – Planning applications and related paperwork for major controversial developments; also planning appeal decisions – include in the ‘notes’ section ‘All planning applications will be retained in the office until the application has been approved or refused by Cornwall Council, they will then be destroyed. Planning applications that are withdrawn by the applicant will be retained for future reference if the application is re-submitted or amended and re-submitted.’; and**
- **Page 9 – Allotments Registers & Plans – amend ‘Action’ box to read ‘Review and Preserve’.**

On a vote being taken the matter was approved unanimously.

**GR19/01/16 TO RECEIVE AND APPROVE THE LETTER TO BE SENT TO ALL SUPPLIERS AND CONTRACTORS AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/16.2 RESOLVED: that the letter to be sent to all suppliers and contractors were received and approved.**

On a vote being taken the matter was approved unanimously.

**GR19/01/17 TO RECEIVE AND APPROVE THE STANDARD CONTRACT CLAUSES AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/17.2 RESOLVED: that the standard contract clauses are**

**received and approved and added to the Council's contracts.**

On a vote being taken the matter was approved unanimously.

**GR19/01/18 TO RECEIVE AND APPROVE THE DATA PROTECTION IMPACT ASSESSMENT FOR EMPLOYMENT DATA AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR19/01/18.2 RESOLVED: that the Data Protection Impact Assessment for Employment Data is received and approved with the following amendments:**

- That the typos are corrected; and
- Page 2 – Describe the processing – 3<sup>rd</sup> paragraph – 3<sup>rd</sup> sentence – amend to read 'When the safe is installed the key to the filing cabinet will ...'.

On a vote being taken the matter was approved unanimously.

**GR19/01/19 TO RECEIVE AND APPROVE THE AMENDED FREEDOM OF INFORMATION (FOI) POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/19.2 RESOLVED: that the Amended Freedom of Information (FOI) Policy is received and approved with the following amendments:**

- That typos are corrected;
- Page 3 – Roles and Responsibilities – 2<sup>nd</sup> paragraph – amend to read 'The Parish Clerk and/or the Chairman of the Council will ...'

On a vote being taken the matter was approved unanimously.

**GR19/01/20 TO RECEIVE AND APPROVE THE FREEDOM OF INFORMATION (FOI) LANDING PAGE FOR THE COUNCIL'S WEBSITE AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/20.2 RESOLVED: that the Freedom of Information (FOI)**

**Landing Page is received and approved with the correction of the typos.**

On a vote being taken the matter was approved unanimously.

**GR19/01/21 TO RECEIVE AND APPROVE THE DRAFT FREEDOM OF INFORMATION (FOI) ENVIRONMENTAL INFORMATION REGULATIONS (EIR) CHARGING POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/21.2 RESOLVED: that the Draft Freedom of Information (FOI) Environmental Information Regulations (EIR) Charging Policy is received and approved with the correction of the typos.**

On a vote being taken the matter was approved unanimously.

**GR19/01/22 TO RECEIVE AND APPROVE THE DRAFT FREEDOM OF INFORMATION (FOI) ENVIRONMENTAL INFORMATION REGULATIONS (EIR) FEES AND CHARGES AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/22.2 RESOLVED: that the Freedom of Information (FOI) Environmental Information Regulations (EIR) Fees and Charges are received and approved.**

On a vote being taken the matter was approved unanimously.

**GR19/01/23 TO RECEIVE THE AMENDED STANDING ORDERS, AGREE ANY FUTURE ACTIONS AND ANY RECOMMENDATIONS TO FULL COUNCIL**

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

**GR19/01/23.2 RESOLVED: that the Clerk writes to NALC and CALC explaining the administrative difficulties being caused by the NALC Model Standing Orders being reordered every time they are reviewed; the timing of the released Model Standing Orders and the CALC commentary; and that the Council feel that some of the items included in the CALC commentary, other than the Cornwall specific items, should have**

**been fed from CALC to NALC and then released to the Parish and Town Councils.**

On a vote being taken the matter was approved unanimously.

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

**GR19/01/23.3 RESOLVED: to recommend to Full Council that the Amended Standing Orders are received and approved with the following amendments:**

- **That a new Standing Order '3g' is included to read** 'At the Chairman's discretion and with the agreement of the Council, a member of the public may be invited to answer questions on matters of fact relating to the item under consideration by the Council at that point on the agenda where the matter is being discussed.';
- **To add a new Standing Order under 3l (to be new 3m with the following items being re-numbered) to read** 'an individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the Council has resolved to exclude the press and public.'

Disruptive behaviour:

- i. No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
- ii. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their behaviour, any Councillor or the Chairman of the meeting may move that the person(s) be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion.
- iii. If a resolution under 3mii above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the

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meeting. This may include temporarily suspending or closing the meeting.

Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.

The 'Guidelines for Broadcasting or Using Social Media at Council Meetings' shall be adhered to and copies will be available for members and the public and press during Council Meetings.

A notice shall be displayed at all meetings alerting members of the public that by entering the public meeting they are agreeing to potentially being filmed and there will be hard copies of all policies and procedures relating to filming available for members of the public.';

- **To amend Standing Order 3s to read 'Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the vote.';**
- **To add a new Standing Order 3tiii (and renumber the other items accordingly) to read 'interests that have been declared by Councillor and non-councillors with voting rights;';**
- **To add a new 3y to read 'If at the designated meeting start time the meeting is not quorate, members present will wait for 10 minutes to see if anyone arrives before abandoning the meeting.';**
- **To amend Standing Order 4dv to read 'Shall permit a Committee other than the Finance and Resources Committee, to appoint its own Chairman at the first meeting of the Committee;';**
- **That Standing Orders 5j ix, x, xiii, xiv-xx are deleted from the NALC Model**

**Standing Orders and not included in the draft Standing Orders;**

- **That a new Standing Order 5k is included to read** 'The order of business on the agenda for normal Council meetings is agreed with the Clerk, Chairman of the Council or relevant Committee and Vice Chairman of the Council or relevant Committee. Agenda item will usually be included on the agenda in the order of importance with the more important items being at the beginning of the agenda after the standard items such as apologies, interests and minutes etc. Consideration of written requests for dispensations shall be a standing item on all agendas of meeting of the Council, its Committees and Sub-Committees.';
- **That Standing Order 7a is amended to read** 'A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 Councillors to be given to the Proper Officer in accordance with Standing Order 9.';
- **That a new Standing Order 8b is included to read** 'Where more than two persons have been nominated for a position to be filled by the Council, the vote will be taken by a written ballot of those members present and eligible to vote. The outcome of the vote will be reported by the Clerk.';
- **That a new Standing Order 9i is included to read** 'A written notice of motion shall not relate to any matter which may be considered under the Council's Code of Conduct, Complaints Procedure or employment policies.';
- **To amend Standing Order 13 a to read** '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.';

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- **To amend Standing Order 13b to read** 'Members must have particular regard to their obligation to record and leave the room for matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.';
- **To amend Standing Order 13c to read** 'The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.';
- **To amend Standing Order 13d to read** '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.';
- **To amend Standing Order 13e to read** 'All Councillors 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.';
- **To amend Standing Order 13f to read** 'All Councillors are expected to undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.';
- **To amend Standing Order 13g to read** '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 as 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.';
- **To amend Standing Order 13h to read** 'Unless granted a dispensation, a Councillor or non-councillor with voting rights who has registered a non-registerable 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.';
- **To amend Standing Order 13i to read** '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.';

- **To amend Standing Order 13j to read** 'Councillors must record in a register of interests maintained by the Proper Officer any gifts or hospitality offered or received in connection with their official duties as a member and the source of the gift or hospitality worth £25 or over.';
- **To amend Standing Order 13k to read** '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 by any member of the Council during office hours.';
- **Amend Standing Order 13l to read** '**Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.';
- **To amend Standing Order 13m to read** 'A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or Committee or Sub-Committee for which the dispensation is required and that the decision is final.';
- **To amend Standing Order 13ni – iv to read** 'A Dispensation request shall confirm:
  - i. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. Whether the dispensation is required to participate at a meeting in a discussion only or discussion and a vote;

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- iii. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. An explanation as to why the dispensation is sought.';
- **To amend Standing Order 13o to read** 'This policy shall apply to all meetings of the Council, its Committees and Sub-Committees.';
- **To amend Standing Order 13p to read** 'No dispensation will be awarded for any meeting where there are no minutes of the proceedings.';
- **To amend Standing Order 13qi-iii to read** 'A dispensation may be granted in accordance with Standing Order 13m above if having regard to all relevant circumstances the following applies:
  - i. Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or
  - ii. Granting the dispensation is in the interests of persons living in the Council's area; or
  - iii. It is otherwise appropriate to grant a dispensation.';
- **To amend Standing Order 14a to read** '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.';
- **To amend Standing Order 14b to read** 'Where the notification related to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman or Vice 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, and who shall continue to act in respect of the matter as such until the complaint is resolved.';
- **To amend Standing Order 14c to read** '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.’;

- **To amend Standing Order 14di – ii to read**  
‘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; and
  - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.’;
- **To add a new Standing Order 14e to read**  
‘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.’;
- **To add a new Standing Order 14f to read**  
**‘Upon notification by the District or Unitary Council that a Councillor or non-councillor with voting rights had breached the Council’s Code of Conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office and shall be limited to those sanctions recommended by the Monitoring Officer as part of the Decision Notice.’;**
- **To include the following items in the appropriate place under Standing Order 15 – Proper Officer:**
  - i. The Proper Officer shall have responsibility for preparing agendas.
  - ii. The Proper Officer’s decision on items to be included on the agenda will be final.
  - iii. The Proper Officer, where possible, will consult the Chairman and Vice Chairman of the Council, Committee or Sub-Committee prior to finalising and circulating agendas.
  - iv. Councillors shall be entitled to have placed on the agenda any matter of relevance to the powers, responsibilities and functions of the

forthcoming meeting in accordance with Standing Orders 9 and 10 above.

- v. All motions from members must be forwarded to the Proper Officer at least ten clear days before the meeting in accordance with Standing Order 9 above. Clear days do not include the day of the notice or the day of the meeting.
- **To amend Standing Order 15bxv to read** 'Refer a planning application received by the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Committee;';
- **To amend Standing Order 15xvii to read** 'Retain custody of the seal of the Council which shall not be used without a resolution to that effect.  
(see also Standing Order 23)';
- **Subject to confirmation from NALC, Standing Orders 17 – Financial Regulations will be amended to read** 'The Council takes its responsibility for the management of its financial affairs very seriously. The Council has established Financial Regulations for the governance and management of its finances and to meet the requirements of the audit and accountability regime in place at the time.';
- **That Standing Order 24b is amended to read** 'Unless the Council determines otherwise, a copy of relevant correspondence sent to the unitary authority shall be sent to the divisional councillor(s) representing the area of the Council.';
- **To add a new Standing Order 24c to read** 'At the Chairman's discretion and with the approval of the Council, a divisional member may be invited to speak during any item on the agenda to make a short statement and answer any questions.';
- **To add a new Standing Order 25aiii to read** 'incur any expenditure on behalf of the Council or issue an instruction to incur expenditure.';

- **To add a new Standing Order 26e to read** 'It shall be the duty of the Council to review the Standing Orders of the Council annually. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirements for a consequential amendment to these Standing Orders.';
- **That a new Standing Order titled 'Handling Confidential or Sensitive Information' is included at an appropriate place and will include the following points:**
  - i. Confidential or sensitive information will be printed on pink paper and marked as confidential.
  - ii. Confidential or sensitive information is confidential or sensitive to those present at the time of discussion.
  - iii. The press and public will be excluded during the discussion of confidential or sensitive items.
  - iv. The agenda papers that support the agenda and minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.';
- **That the following is included in an appropriate place** 'The Council shall keep written records relating to employees secure. All paper records shall be secured, and locked and electronic records shall be password protected and encrypted.';
- **That the Clerk would check the requirements under the General Data Protection Regulation (GDPR) etc and if appropriate include** 'Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Governance Review Committee. The said Committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.';
- **That a new Standing Order titled 'Questions' is included at an appropriate**

**place and will include the following points:**

- i. A councillor may seek an answer to a question concerning any business of the Council provided two clear days' notice of the question has been given to the Proper Officer.
  - ii. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
  - iii. Every question shall be put and answered without discussion.
  - iv. A person to whom a question is put may decline to answer.'; **and**
- **That a new Standing Order titled 'Canvassing of and Recommendations by Councillors' is included at an appropriate place and will include the following points:**
    - i. Canvassing Councillors or members of a Committee or Sub-Committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.
    - ii. A Councillor or member of a Committee or Sub-Committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
    - iii. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.'

On a vote being taken the matter was approved unanimously.

**GR19/01/24 TO RECEIVE AND APPROVE THE DRAFT PROCEDURE AND DISCLAIMER FOR PUBLISHING DRAFT MINUTES AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/24.2 RESOLVED: that the Draft Procedure and Disclaimer for Publishing Draft Minutes is received and approved with the following amendments:**

- **That the disclaimer reads 'The public is reminded that these are DRAFT minutes, which means that they are not approved at the time of publication and may be subject to amendment before final approval at the next Parish Council meeting. The agreed minutes will be uploaded once they have been agreed by the Council at the appropriate meeting.'**

On a vote being taken the matter was approved unanimously.

**GR19/01/25 TO RECEIVE THE CRITERIA FOR THE LOCAL COUNCIL AWARD SCHEME, AGREE ANY FUTURE ACTIONS AND ANY RECOMMENDATIONS TO FULL COUNCIL**

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

**GR19/01/25.2 RESOLVED: that the Clerk would compile an application for the Quality Standard in the Local Council Award Scheme for consideration at the next meeting.**

On a vote being taken the matter was approved unanimously.

**GR19/01/26 TO CONSIDER A POLICY/PROCEDURE FOR DELIVERING AND REVIEWING PROJECTS AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/26.2 RESOLVED: to defer the consideration of a policy/procedure for delivering and reviewing projects until the next meeting of this Committee.**

On a vote being taken the matter was approved unanimously.

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**GR19/01/27 TO RECEIVE AND APPROVE THE AMENDED QUOTATIONS AND TENDERS POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/27.2 RESOLVED: that the amended Quotations and Tenders Policy is received and approved with the correction of the typos. To recommend to the Finance and Resources Committee that a section on 'payments' is drafted to be included in the policy to advise potential contractors how the Council pays invoices and when etc.**

On a vote being taken the matter was approved unanimously.

**GR19/01/28 TO REVIEW HOW CORRESPONDENCE IS DEALT WITH BY FULL COUNCIL AND COMMITTEES AND AGREE RECOMMENDATIONS TO FULL COUNCIL**

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

**GR19/01/28.2 RESOLVED: to recommend to Full Council that items of correspondence that require a decision to be made are included as agenda items and that any other correspondence raised at a meeting is for information only and that the relevant agenda item is reworded to read 'To receive correspondence up to the date of the meeting for information only'.**

On a vote being taken the matter was approved unanimously.

**GR19/01/29 TO REVIEW THE GOOD GOVERNANCE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/29.2 RESOLVED: that the Good Governance Policy has been Reviewed; that the minor typos are corrected; and that following amendments are made:**

- **Page 1 – Introduction – 3<sup>rd</sup> paragraph – 2<sup>nd</sup> sentence – amend to read 'They may also review, and report on, aspects of public bodies' arrangements to ensure**

**the proper conduct of their financial affairs, and those who manage their performance and use of resources.'**

- **Page 1 – What is Good Governance? – 2<sup>nd</sup> paragraph – amend to read 'Good Governance enables the Council to deliver its services and pursue its visions and objectives with the appropriate mechanisms in place to properly highlight, control and manage the risks.'**

On a vote being taken the matter was approved unanimously.

**GR19/01/30 TO REVIEW THE HAND, ARM AND WHOLE-BODY VIBRATION POLICY AND AGREE ANY FUTURE ACTIONS**

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

- GR19/01/30.2 RESOLVED: that the Hand Arm and Whole-Body Vibration Policy has been reviewed and that there are no amendments to be made.**

On a vote being taken the matter was approved unanimously.

**GR19/01/31 TO REVIEW THE FOOTPATHS RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

- GR19/01/31.2 RESOLVED: that the Footpaths Risk Assessment has been reviewed and that the following amendment is made:**

- **Page 1 – Description of Activity – last sentence – amend to read 'The Council uses the services of a contractor to trim the footpaths; only light growth is trimmed back.'**

On a vote being taken the matter was approved unanimously.

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

- GR19/01/31.3 RESOLVED: that all the Council's Risk Assessments are reviewed at the next meeting with a view to re-writing them to make them more generic.**

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On a vote being taken the matter was approved unanimously.

**GR19/01/32 TO REVIEW THE ROSEMULLION PARK RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/32.2 RESOLVED: that the review of the Rosemullion Park Risk Assessment is deferred until the next meeting.**

On a vote being taken the matter was approved unanimously.

**GR19/01/33 TO REVIEW THE POLICY FOR DEALING WITH REQUESTS FOR MAINTENANCE AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/33.2 RESOLVED: that the Policy for Dealing with Requests for Maintenance has been reviewed and that there are no amendments to be made.**

On a vote being taken the matter was approved unanimously.

**GR19/01/34 TO REVIEW THE USE OF OPEN SPACES (OWNED OR MANAGED BY ILLOGAN PARISH COUNCIL) FOR EVENTS POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/34.2 RESOLVED: that the Open Spaces (Owned or Managed by Illogan Parish Council) for Events Policy has been reviewed and that the following amendments are made:**

- **Page 5 – Declaration – add a bullet point to read 'I have received, read and understood the Use of Open Spaces (Owned or Managed by Illogan Parish Council) for Event Policy.'**

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On a vote being taken the matter was approved unanimously.

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

**GR19/01/33.3 RESOLVED: that the Governance Review Committee would consider as an agenda item for the next meeting, how to report on the work of the Committee and the policies and processes of the Council to Full Council i.e. by regular reporting by members on a rota basis etc.**

On a vote being taken the matter was approved unanimously.

Cllr Mrs Roberts left the meeting at 9.10pm.

**GR19/01/35 TO REVIEW THE BUDGET SETTING PROCESS AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/35.2 RESOLVED: that the Budget Setting Process has been reviewed and that there are no amendments to be made.**

On a vote being taken the matter was approved unanimously.

**GR19/01/36 TO REVIEW THE PLANNING PROCESS AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/36.2 RESOLVED: that the Planning Process for Illogan Parish Council has been reviewed and that the following amendments are made:**

- **That the typos are corrected;**
- **That the details contained within 'Reporting on a Basic Planning Application' is included;**
- **To include that 'Members of the Planning and Environmental Services Committee should quote the Illogan Parish Neighbourhood Development**

**Plan when responding to planning applications before they make any other comments'; and**

- **That where possible responses to planning applications should refer to numbers policies in the Illogan Parish Neighbourhood Development Plan, Cornwall Local Plan and any other relevant document.**

On a vote being taken the matter was approved unanimously.

**GR19/01/37 TO REVIEW THE REPAIR AND MAINTENANCE OF ROADS POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/37.2 RESOLVED: that the Repair and Maintenance of Roads Policy has been reviewed and that there are no amendments to be made.**

On a vote being taken the matter was approved unanimously.

**GR19/01/38 TO REVIEW THE LAND AT THE END OF WOODBINE LANE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/38.2 RESOLVED: that the review of the Land at the End of Woodbine Lane Risk Assessment is deferred until the next meeting.**

On a vote being taken the matter was approved unanimously.

**GR19/01/39 TO REVIEW THE PARSONAGE WELL RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/39.2 RESOLVED: that the review of the Parsonage Well Risk Assessment is deferred until the next meeting.**

On a vote being taken the matter was approved unanimously.

**GR19/01/40 TO REVIEW THE CORNISH LANGUAGE POLICY AND AGREE ANY FUTURE ACTIONS**

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

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**GR19/01/40.2 RESOLVED: that the Cornish Language Policy has been reviewed and that there are no amendments to be made.**

On a vote being taken the matter was approved unanimously.

**GR19/01/41 TO REVIEW THE COMMUNITY ENGAGEMENT POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR19/01/41.2 RESOLVED: that the Community Engagement Policy has been reviewed and that there are no amendments to be made.**

On a vote being taken the matter was approved unanimously.

**GR19/01/42 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 27<sup>th</sup> February 2019, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 9.23pm.

Signed: ..... Chairman

Date: .....