

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 27th March 2019 at 7pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

GR19/03/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Pavey.

There were no members absent.

GR19/03/2 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.

GR19/03/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR19/03/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR19/03/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 27TH FEBRUARY 2019 AND THE CHAIRMAN TO SIGN THEM

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

GR19/03/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 27th February 2019 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR19/03/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Page 126 – Minute GR19/02/9.2 – the GDPR page had been set up on the website and included Right of Access, Rectification and Erasure (RARE) Request Form.

Page 128 – Minute GR19/02/16.2 – the Clerk’s chair had arrived and had increased the Clerk’s comfort and reduced the hip pain she was getting from the old chair.

GR19/03/7 TO RECEIVE INFORMATION ON THE GENERAL DATA PROTECTION REGULATION, CONSIDER IMPLICATIONS FOR THE COUNCIL AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE – LTN 38 DATA PROTECTION

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

GR19/03/7.2 RESOLVED: that LTN 38 -Data Protection is received. That there is a Full Council agenda item to commend LTN 38 to all members of the Council and to particularly ask members to note page 8 sections 22-24 inclusively titled ‘How does the 2018 Act affect local councils?’. That the Clerk would seek clarification whether Cllrs were office holders in relation to the ICO registration and the Clerk would report to the next meeting. That the Clerk would circulate copies of annex 1 to the end of LTN 38 to all members with a note that the whole document was available on request.

On a vote being taken the matter was approved unanimously.

GR19/03/8 TO RECEIVE INFORMATION ON THE COUNCIL’S WEBSITE IN RELATION TO GDPR, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR19/03/8.2 RESOLVED: that the information on the Council’s website in relation to GDPR is received. That the Clerk would enquire how the Council would access google analytics and whether there were any cost implications; whether the Council needed Google Analytics as well as the plugin; whether the Council could receive the data collected by the plugin; what information the

Council could utilise from Google Analytics or the Plugin; and what the differences were between Google Analytics and the Plugin and which one would better suit the needs of the Council.

On a vote being taken the matter was approved unanimously.

GR19/03/9 TO RECEIVE INFORMATION FROM THE COUNCIL'S IT SUPPORT PROVIDER ON QUERIES RAISED REGARDING COOKIES, EMAIL SECURITY MEASURES, EMAIL RETENTION PERIOD, SEARCHING EMAILS AND AGREE ANY FUTURE ACTIONS

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

GR19/03/9.2 RESOLVED: that the information from the Council's IT Support provider on queries raised regarding cookies, email security measures, email retention period and searching for emails is received.

On a vote being taken the matter was approved unanimously.

GR19/03/10 TO RECEIVE THE DRAFT ACTION PLAN FOR THE COUNCIL AND MAKE RECOMMENDATIONS TO THE FINANCE AND RESOURCES COMMITTEE AND FULL COUNCIL

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

GR19/03/10.2 RESOLVED: that the Draft Action Plan is received with the following amendments; to request that the Finance and Resources Committee consider the action plan and add indicative budgetary figures to the plan and then consider the plan when compiling future budgets and to then recommend to Full Council that the plan is adopted:

- **Capital Items – point 1 - amend to read 'One of the major projects will be improvements to Illogan Park which involves a number of broad and separate features detailed below for which the costings have yet to be identified'**
- **Capital Items – point 2c – amend to read 'Take over and manage the play area/green area ...'**

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- **Capital Items – add ‘Purchase, erect and maintain defibrillators in key areas on the Parish’**
- **Revenue Items – add ‘Better advertise and promote the Council and its work’**

On a vote being taken the matter was approved unanimously.

GR19/03/11 TO RECEIVE A REPORT FROM THE CLERK ON RECORDING CPD AND AGREE ANY FUTURE ACTIONS

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

- GR19/03/11.2 RESOLVED: that the report from the Clerk is received; that the Clerk will record CPD points in the future and that the Clerk needs to attend more training events and conferences to gain more CPD points.**

On a vote being taken the matter was approved unanimously.

GR19/03/12 TO RECEIVE AND APPROVE THE UPDATED BUSINESS CONTINUITY PLAN AND AGREE ANY FUTURE ACTIONS

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

- GR19/03/12.2 RESOLVED: that the updated Business Continuity Plan is received and approved with the following amendments:**
- **Page 3 – Event – amend to read ‘Clerk / Proper Officer / RFO Only employee of the Council ...’**
 - **Page 4 – Event (both rows) – amend to read ‘Clerk / Proper Officer / RFO Only employee of the Council ...’**
 - **Page 5 – Event – amend to read ‘Clerk / Proper Officer / RFO Only employee of the Council ...’**
 - **Page 7 – Administration Assistant – Death – Response and Actions – add as new number 1 ‘Inform the Chairman and Vice Chairman of the Council and Staffing Committee immediately.’**
 - **Page 7 – Administration Assistant – Death – Response and Actions – bullet point 1 – amend to read ‘Arrange appropriate**

- Staffing Committee and Full Council meetings to report the death ...'**
- **Page 8 – Administration Assistant – Injury Whilst Completing Work – Response and Actions – bullet point 1 - Amend to read 'Arrange appropriate Staffing Committee and Full Council meetings to report the injury/event ...'**
- **Page 9 – Administration Assistant – Injury Whilst Completing Work – Response and Actions – bullet point 4 – amend to read 'If the injury ...'**

On a vote being taken the matter was approved unanimously.

GR19/03/13 TO RECEIVE INFORMATION ON THE WITLEY PC V CAVANAGH COURT CASE AND APPEAL, REVIEW THIS COUNCIL'S TREE SAFETY POLICY AND AGREE ANY FUTURE ACTIONS

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

- GR19/03/13.2 RESOLVED:** **that the information on the Witley PC v Cavanagh court case and appeal was noted and that the following amendments are made to the Tree Safety Policy:**
- **Page 3 – Trees within falling distance of the road (Robartes Terrace) – 2nd paragraph – amend to read 'An appropriate person will ...'**

On a vote being taken the matter was approved unanimously.

GR19/03/14 TO NOTE THE UPDATED GUIDANCE ON 'MAKING TAX DIGITAL' AND AGREE ANY FUTURE ACTIONS

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

- GR19/03/14.2 RESOLVED:** **that the updated guidance on 'Making Tax Digital' is noted.**

On a vote being taken the matter was approved unanimously.

GR19/03/15 TO REVIEW THE VIOLENCE AT WORK POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/03/15.2 RESOLVED: that the Violence at Work Policy has been reviewed and that the following amendments are made:

- **Page 5 – include a section under ‘Type of Incident’ titled ‘Type of Injury Sustained’;**
- **Page 5 – include a section under ‘Location of Incident’ titled ‘First Aid and Treatment received and who administered it’;**
- **Page 5 – Outcome – amend to read ‘(assailant apprehended; police called; lost time; emotional shock or distress; legal action initiated; employee sent home, continued working, visited hospital, hospitalised)’; and**
- **Page 6 – include a section after ‘Clothing’ titled ‘Is the assailant known to the victim?’**

On a vote being taken the matter was approved unanimously.

GR19/03/16 TO REVIEW THE VIOLENCE AT WORK RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/03/16.2 RESOLVED: that the Violence at Work Risk Assessment has been reviewed and that the following amendments are made:

- **Page 1 – move ‘Promote the fact that verbal abuse and physical violence will not be tolerated’ from Additional Controls Required to Control Measures Already in Place and re-word to ‘It is promoted that verbal abuse and physical violence will not be tolerated’;**
- **Pages 1 and 2 - move ‘Ensure employees are trained in customer service, handling complaints and council procedures’ from Additional Controls Required to Control Measures Already in Place and re-word to ‘Employees are trained in customer**

- **service, handling complaints and council procedures’;**
- **Page 2 – Additional Controls – delete ‘Train staff in conflict resolution and personal safety’;**
- **Page 2 - move ‘Ensure there are adequate reporting and management processes and procedures’ from Additional Controls Required to Control Measures Already in Place and re-word to ‘There are adequate reporting and management processes and procedures’;**
- **Page 2 - move ‘All employees will be issued with a personal alarm’ from Additional Controls Required to Control Measures Already in Place and re-word to ‘All employees have been issued with a personal alarm’;**
- **Page 3 - move ‘Look into a small safe for the storage of the petty cash tin’ from Additional Controls Required to Control Measures Already in Place and re-word to ‘The petty cash tin is stored in a small safe’;**
- **Page 3 – Action by whom and Action when – delete contents of both columns; and**
- **Page 4 - Correct the typo.**

On a vote being taken the matter was approved unanimously.

GR19/03/17 TO REVIEW THE FINANCIAL REGULATIONS AND AGREE ANY FUTURE ACTIONS

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

GR19/03/17.2 RESOLVED: to recommend to Full Council that the following amendments are made to the Financial Regulations:

- **Page 10 – Instructions for Making Payments - delete Financial Regulation 4.15 that reads ‘The RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.’;**

- **Page 10 – Instructions for Making Payments - add 'Any Debit Cards issued for use will be specifically restricted to the Clerk and the Administration Assistant and will also be restricted to a maximum value of £150. Debit cards are to be used to purchase items instead of petty cash such as postage, cleaning products etc. No cash can be withdrawn using the Debit Cards.'**;
- **Page 10 – Instructions for Making Payments - add 'A Debit Card may be issued to employees with varying limits. These limits will be set by the Finance and Resources Committee. transactions and purchases made will be recorded on a spreadsheet. Receipts must be obtained for all uses of the Debit Cards.'**
- **Page 10 – Instructions for Making Payments - add 'Any corporate Debit Card or trade card account opened by the Council will be specifically restricted to use by the Clerk and the Administration Assistant and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members of staff shall not be used under any circumstances.'**
- **Page 10 – Instructions for Making Payments - add 'The Council will not maintain any form of cash float once the current balance had reached zero (£0). All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.'**;
- **Page 15 – Contracts – 12.8d – amend last sentence to read 'The invitation shall in addition state that tenders must be addressed to the Clerk and how the envelopes must be marked and sent in the ordinary course of post.'**

On a vote being taken the matter was approved unanimously.

GR19/03/18 TO REVIEW THE CODE OF CONDUCT AND AGREE ANY FUTURE ACTIONS

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

GR19/03/18.2 RESOLVED: that the Code of Conduct has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/03/19 TO REVIEW THE WORK-RELATED DRIVING POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/03/19.2 RESOLVED: that the Work-Related Driving Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/03/20 TO REVIEW THE WORKING AT HEIGHT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/03/20.2 RESOLVED: that the Working at Height Policy has been reviewed and there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR19/03/21 TO REVIEW THE ASBESTOS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/03/21.2 RESOLVED: that the Asbestos Policy has been reviewed and the following amendments are made:

- **Page 1 – 3rd paragraph – 2nd sentence – amend to read 'Before any contractor starts such work investigations will be made to check whether there is asbestos present and a written report will be**

retained and provided to contractors when necessary.'

On a vote being taken the matter was approved unanimously.

GR19/03/22 TO REVIEW THE HEALTH AND SAFETY TRAINING POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/03/22.2 RESOLVED: that the Health and Safety Training Policy has been reviewed and there are no changes to be made. That the Clerk would obtain information and quotes for Health and Safety training for Councillors.

On a vote being taken the matter was approved unanimously.

GR19/03/23 TO REVIEW THE NOISE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/03/23.2 RESOLVED: that the Noise Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/03/24 TO REVIEW THE POLICY AND PROCEDURE FOR THE TREATMENT OF ALCOHOL AND DRUG ABUSE AND AGREE ANY FUTURE ACTIONS

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

GR19/03/24.2 RESOLVED: that the Policy and Procedure for the Treatment of Alcohol and Drug Abuse has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/03/25 TO REVIEW THE EQUAL OPPORTUNITIES POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/03/25.2 RESOLVED: that the Equal Opportunities Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/03/26 TO REVIEW THE EMPLOYEE EXPENSES POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/03/26.2 RESOLVED: that the Employee Expenses Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/03/27 TO REVIEW THE SCHEME OF DELEGATION AND AGREE ANY FUTURE ACTIONS

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

GR19/03/27.2 RESOLVED: that the Scheme of Delegation has been reviewed and the following amendments are made:

- **Page 3 – Proper Officer – 7th bullet point – amend to read ‘Handling requests for information under the Freedom of Information Act 200 and the Data Protection Act 1998 as amended and GDPR’**

On a vote being taken the matter was approved unanimously.

GR19/03/28 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

GR19/03/28.2 RESOLVED: that the Rosemullion Park Risk Assessment has been reviewed and there are no amendments to be made. That there would be an agenda item for Full Council to consider completing a Cllr tour of the Parish.

On a vote being taken the matter was approved unanimously.

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GR19/03/29 TO REVIEW THE LAND AT THE END OF WOODBINE LANE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/03/29.2 RESOLVED: that the Land at the end of Woodbine Lane Risk Assessment has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/03/30 TO REVIEW THE PARSONAGE WELL RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/03/30.2 RESOLVED: that the Parsonage Well Risk Assessment has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/03/31 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the Wednesday 24th April 2019 , 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.21pm.

Signed: Chairman

Date: