

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 26th June 2019 at 7pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

GR19/06/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received; all members were present.

GR19/06/2 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.

GR19/06/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR19/06/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR19/06/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 22ND MAY 2019 AND THE CHAIRMAN TO SIGN THEM

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

GR19/06/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 22nd May 2019 are received and approved and signed by the Chairman.

On a vote being taken on the matter there were 4 votes FOR and 0 votes AGAINST.

GR19/06/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

GR19/06/7 TO RECEIVE INFORMATION ON THE GENERAL DATA PROTECTION REGULATION WHICH CAME INTO FORCE ON THE 25TH MAY 2018, CONSIDER THE IMPLICATIONS FOR THE COUNCIL, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR19/06/7.2 RESOLVED: that the ICO newsletter is noted and that this item is removed from future agendas.

On a vote being taken the matter was approved unanimously.

GR19/06/8 TO RECEIVE AND APPROVE THE RE-DRAFTED COMPLAINTS PROCEDURE AND AGREE ANY FUTURE ACTIONS

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

GR19/06/8.2 RESOLVED: that the re-drafted Complaints Procedure is received and approved with the correction of the typos and the following amendments:

- **Page 1- Introduction – 3rd bullet point – amend to read ‘Complainants must first give Illogan Parish Council notice of the complaint and give them adequate opportunity to investigate and reply to the complaint. This usually entails exhausting this complaints procedure;’**
- **Page 2 – Insurance – last sentence – amend to read ‘In such circumstances the Council will be advised by its ...’**

On a vote being taken the matter was approved unanimously.

GR19/06/9 TO REVIEW THE SLIPS, TRIPS AND FALLS RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/06/9.2 RESOLVED: that the Slips, Trips and Falls Risk Assessment has been reviewed and that the following amendments are made:

- **All references to footwear – amend to read 'Employees and contractors wear footwear that has good grip and is appropriate to the task'.**

On a vote being taken the matter was approved unanimously.

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

GR19/06/9.3 RESOLVED: that the Clerk would prepare tender documents for professional advice to audit all of the Council's Health and Safety Policies and Risk Assessments after they have been re-written and that the professional would be expected to attend 3 evening Governance Review Committee meetings to explain their comments to members.

On a vote being taken the matter was approved unanimously.

GR19/06/10 TO REVIEW THE CONTROL OF HAZARDOUS SUBSTANCES (COSHH) POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/06/10.2 RESOLVED: that all of the Council's Health and Safety Policies and Risk Assessments have been reviewed and there are no changes to be made for the next 12 months; that the Clerk and Cllr Share would re-draft all of the Council's Health and Safety Policies and Risk Assessments; that all re-drafted Health and Safety Policies and Risk Assessments are received by the Governance Review Committee in 3 blocks; that all Health and Safety Policies and Risk Assessments will be reviewed by June 2020; and that the Clerk and Cllr Share would prioritise the order in which the Policies and Risk Assessments are re-drafted

On a vote being taken the matter was approved unanimously.

GR19/06/11 TO REVIEW THE CONTROL OF HAZARDOUS SUBSTANCES (COSHH) RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/06/11.2 RESOLVED: that all of the Council's Health and Safety Policies and Risk Assessments have been reviewed and there are no changes to be made for the next 12 months; that the Clerk and Cllr Share would re-draft all of the Council's Health and Safety Policies and Risk Assessments; that all re-drafted Health and Safety Policies and Risk Assessments are received by the Governance Review Committee in 3 blocks; that all Health and Safety Policies and Risk Assessments will be reviewed by June 2020; and that the Clerk and Cllr Share would prioritise the order in which the Policies and Risk Assessments are re-drafted

On a vote being taken the matter was approved unanimously.

GR19/06/12 TO REVIEW THE ELECTRICAL AND WORK EQUIPMENT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/06/12.2 RESOLVED: that all of the Council's Health and Safety Policies and Risk Assessments have been reviewed and there are no changes to be made for the next 12 months; that the Clerk and Cllr Share would re-draft all of the Council's Health and Safety Policies and Risk Assessments; that all re-drafted Health and Safety Policies and Risk Assessments are received by the Governance Review Committee in 3 blocks; that all Health and Safety Policies and Risk Assessments will be reviewed by June 2020; and that the Clerk and Cllr Share would prioritise the order in which the Policies and Risk Assessments are re-drafted

On a vote being taken the matter was approved unanimously.

GR19/06/13 TO REVIEW THE ELECTRICAL AND WORK EQUIPMENT RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

- GR19/06/13.2 RESOLVED:** that all of the Council's Health and Safety Policies and Risk Assessments have been reviewed and there are no changes to be made for the next 12 months; that the Clerk and Cllr Share would re-draft all of the Council's Health and Safety Policies and Risk Assessments; that all re-drafted Health and Safety Policies and Risk Assessments are received by the Governance Review Committee in 3 blocks; that all Health and Safety Policies and Risk Assessments will be reviewed by June 2020; and that the Clerk and Cllr Share would prioritise the order in which the Policies and Risk Assessments are re-drafted

On a vote being taken the matter was approved unanimously.

GR19/06/14 TO REVIEW THE PRESS/MEDIA POLICY AND AGREE ANY FUTURE ACTIONS

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

- GR19/06/14.2 RESOLVED:** that the Press/Media Policy has been reviewed and there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR19/06/15 TO REVIEW THE MARY'S WELL RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

- GR19/06/15.2 RESOLVED:** that all of the Council's Health and Safety Policies and Risk Assessments have been reviewed and there are no changes to be made for the next 12 months; that the Clerk and Cllr Share would re-draft all of the Council's Health and Safety Policies and Risk Assessments; that all re-drafted Health and Safety Policies and Risk Assessments are received by the Governance Review

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Committee in 3 blocks; that all Health and Safety Policies and Risk Assessments will be reviewed by June 2020; and that the Clerk and Cllr Share would prioritise the order in which the Policies and Risk Assessments are re-drafted

On a vote being taken the matter was approved unanimously.

GR19/06/16 TO REVIEW THE MANNINGHAM WOOD AND PATH TO ILLOGAN CHURCHYARD RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/06/16.2 RESOLVED: that all of the Council's Health and Safety Policies and Risk Assessments have been reviewed and there are no changes to be made for the next 12 months; that the Clerk and Cllr Share would re-draft all of the Council's Health and Safety Policies and Risk Assessments; that all re-drafted Health and Safety Policies and Risk Assessments are received by the Governance Review Committee in 3 blocks; that all Health and Safety Policies and Risk Assessments will be reviewed by June 2020; and that the Clerk and Cllr Share would prioritise the order in which the Policies and Risk Assessments are re-drafted

On a vote being taken the matter was approved unanimously.

GR19/06/17 TO REVIEW THE ILLOGAN PARK RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/06/17.2 RESOLVED: that all of the Council's Health and Safety Policies and Risk Assessments have been reviewed and there are no changes to be made for the next 12 months; that the Clerk and Cllr Share would re-draft all of the Council's Health and Safety Policies and Risk Assessments; that all re-drafted Health and Safety Policies and Risk Assessments are received by the Governance Review Committee in 3 blocks; that all Health and

Safety Policies and Risk Assessments will be reviewed by June 2020; and that the Clerk and Cllr Share would prioritise the order in which the Policies and Risk Assessments are re-drafted

On a vote being taken the matter was approved unanimously.

GR19/06/18 TO REVIEW THE FIRE RISK ASSESSMENT FOR THE COUNCIL OFFICE AND AGREE ANY FUTURE ACTIONS

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

GR19/06/18.2 RESOLVED: that all of the Council's Health and Safety Policies and Risk Assessments have been reviewed and there are no changes to be made for the next 12 months; that the Clerk and Cllr Share would re-draft all of the Council's Health and Safety Policies and Risk Assessments; that all re-drafted Health and Safety Policies and Risk Assessments are received by the Governance Review Committee in 3 blocks; that all Health and Safety Policies and Risk Assessments will be reviewed by June 2020; and that the Clerk and Cllr Share would prioritise the order in which the Policies and Risk Assessments are re-drafted

On a vote being taken the matter was approved unanimously.

GR19/06/19 TO REVIEW THE FIRE RISK ASSESSMENT FOR ILLOGAN PARK CHANGING FACILITIES AND AGREE ANY FUTURE ACTIONS

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

GR19/06/19.2 RESOLVED: that all of the Council's Health and Safety Policies and Risk Assessments have been reviewed and there are no changes to be made for the next 12 months; that the Clerk and Cllr Share would re-draft all of the Council's Health and Safety Policies and Risk Assessments; that all re-drafted Health and Safety Policies and Risk Assessments are received by the Governance Review Committee in 3 blocks; that all Health and Safety Policies and Risk Assessments will be reviewed by June 2020; and that the Clerk

and Cllr Share would prioritise the order in which the Policies and Risk Assessments are re-drafted

On a vote being taken the matter was approved unanimously.

GR19/06/20 TO REVIEW THE FIRE AND EMERGENCY PROCEDURES POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/06/20.2 RESOLVED: that all of the Council's Health and Safety Policies and Risk Assessments have been reviewed and there are no changes to be made for the next 12 months; that the Clerk and Cllr Share would re-draft all of the Council's Health and Safety Policies and Risk Assessments; that all re-drafted Health and Safety Policies and Risk Assessments are received by the Governance Review Committee in 3 blocks; that all Health and Safety Policies and Risk Assessments will be reviewed by June 2020; and that the Clerk and Cllr Share would prioritise the order in which the Policies and Risk Assessments are re-drafted

On a vote being taken the matter was approved unanimously.

GR19/06/21 TO REVIEW THE LEGIONELLA RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/06/21.2 RESOLVED: that all of the Council's Health and Safety Policies and Risk Assessments have been reviewed and there are no changes to be made for the next 12 months; that the Clerk and Cllr Share would re-draft all of the Council's Health and Safety Policies and Risk Assessments; that all re-drafted Health and Safety Policies and Risk Assessments are received by the Governance Review Committee in 3 blocks; that all Health and Safety Policies and Risk Assessments will be reviewed by June 2020; and that the Clerk and Cllr Share would prioritise the order in which the Policies and Risk Assessments are re-drafted

On a vote being taken the matter was approved unanimously.

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GR19/06/22 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 31st July 2019, 7pm in the Council Office.

GR19/06/23 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION 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 Crabtree, seconded by Cllr Pavey and

GR19/06/23.2 RESOLVED: that under the 1960 Public Bodies (Admission 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.

GR19/06/24 TO RECEIVE QUOTES FOR COUNCILLOR HEALTH AND SAFETY TRAINING, APPOINT A CONTRACTOR, AGREE A DATE FOR THE TRAINING, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR19/06/24.2 RESOLVED: that JNC Safety Services are appointed to provide Health and Safety Training for Councillors; that the Clerk would contact them to discuss dates; that all members of the Governance Review Committee plus any other interested members would attend the training; that if there were any spaces available that Councillors from Carn Brea Parish Council and Portreath Parish Council would be invited to attend for a percentage of the fee.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.55pm.

Signed: Chairman

Date: