

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 31st July 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.

GR19/07/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received; all members were present.

GR19/07/2 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.

GR19/07/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR19/07/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR19/07/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 26TH JUNE 2019 AND THE CHAIRMAN TO SIGN THEM

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

GR16/01/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 26th June 2019 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR19/07/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

GR19/07/7 TO RECEIVE CORRESPONDENCE FROM FAL FIRE ABOUT FIRE AWARENESS TRAINING, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR19/07/7.2 RESOLVED: that it is noted that the Clerk has completed the free course and that no further training is undertaken as it is not appropriate for an organisation the size of this Council.

On a vote being taken the matter was approved unanimously.

GR19/07/8 TO RECEIVE AND APPROVE THE RE-DRAFTED CHRISTMAS EVENTS RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

At the request of the Chairman, Cllr Mrs Share explained to members her qualifications and experience of Health and Safety etc. in the workplace.

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

GR19/07/8.2 RESOLVED: to receive and approve the re-drafted Christmas Events Risk Assessment with the correction of the typos and the following amendments:

- **Page 7 – Injury from moving traffic – Existing Control Measures – 2nd bullet point – amend to read ‘Road signs and cones are erected by someone who has attended the Traffic Management for Community Events Course’**

On a vote being taken the matter was approved unanimously.

GR19/07/9 TO RECEIVE AND APPROVE THE RE-DRAFTED CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY AND RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/07/9.2 RESOLVED: to receive and approve the re-drafted Control of Substances Hazardous to Health (COSHH) Policy and Risk Assessment with the correction of the typo on page 3.

On a vote being taken the matter was approved unanimously.

GR19/07/10 TO RECEIVE AND APPROVE THE RE-DRAFTED FIRE AND EMERGENCY POLICY AND PROCEDURES AND AGREE ANY FUTURE ACTIONS

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

GR19/07/10.2 RESOLVED: to receive and approve the re-drafted Fire and Emergency Policy and Procedures with the correction of the typo on page 1 and that the Clerk writes to the Football and Rugby Clubs and any other user groups of the Changing Facilities at Illogan Park at the start of every season requesting confirmation of their appointed responsible person.

On a vote being taken the matter was approved unanimously.

GR19/07/11 TO RECEIVE AND APPROVE THE RE-DRAFTED PENWARTHA HALL RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/07/11.2 RESOLVED: to receive and approve the re-drafted Penwartha Hall Risk Assessment with the correction on the typo on page 1.

On a vote being taken the matter was approved unanimously.

GR19/07/12 TO RECEIVE AND APPROVE THE RE-DRAFTED ELECTRICAL EQUIPMENT AND PLANT POLICY AND PROCEDURE AND AGREE ANY FUTURE ACTIONS

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

GR19/07/12.2 RESOLVED: to receive and approve the re-drafted Electrical Equipment and Plant Policy with the correction of the typo on page 1.

On a vote being taken the matter was approved unanimously.

GR19/07/13 TO RECEIVE AND APPROVE THE RE-DRAFTED LONE WORKING POLICY AND RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/07/13.2 RESOLVED: to receive and approve the re-drafted Lone

Working Policy and Risk Assessment with the following amendment; that the Clerk would arrange for a sign to be erected under the key safe informing people where to obtain the code; and that there would be an agenda item for the next meeting to discuss ID for Council employees and Councillors:

- **Page 4 – Out of Office Lone Working ... - Existing Control Measures – 2nd bullet point – amend to read ‘Councillors going on solo visits must inform a responsible adult or the Council Office of their plans including location of meeting, time they leave, anticipated length of visit and time of their return’**

On a vote being taken the matter was approved unanimously.

GR19/07/14 TO RECEIVE AND APPROVE THE RE-DRAFTED ROSEMULLION PARK RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/07/14.2 RESOLVED: to receive and approve the re-drafted Rosemullion Park Risk Assessment with the following amendments and that the Clerk would request copies of the contractors reviewed risk assessments annually:

- **Page 3 – Injury from manual handling ... - Existing Control Measures – 5th bullet point – amend to read ‘Any lifting / carrying an object over distance must be coordinated, the route free from obstacles and pre-planned’**

On a vote being taken the matter was approved unanimously.

GR19/07/15 TO RECEIVE AND APPROVE THE RE-DRAFTED MANNINGHAM WOOD AND THE PATH TO THE CHURCHYARD RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/07/15.2 RESOLVED: to receive and approve the re-drafted Manningham Wood and The Path to the Churchyard Risk Assessment with the

correction of the typos on page 6; and that there is an article included in the Illogan Review about ticks and their safe removal.

On a vote being taken the matter was approved unanimously.

GR19/07/16 TO RECEIVE AND APPROVE THE RE-DRAFTED FOOTPATHS RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/07/16.2 RESOLVED: to receive and approve the re-drafted Footpaths Risk Assessment.

On a vote being taken the matter was approved unanimously.

GR19/07/17 TO RECEIVE AND APPROVE THE RE-DRAFTED MARY'S WELL RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/07/17.2 RESOLVED: to receive and approve the re-drafted Mary's Well Risk Assessment with the following amendments:

- **Page 1 – Maintenance – include 'Clear weed from crazy paving – Cllr Ford'**
- **Page 2 – 4 – all hazards – include – 'Volunteers'**

On a vote being taken the matter was approved unanimously.

GR19/07/18 TO RECEIVE AND APPROVE THE RE-DRAFTED PARSONAGE WELL RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/07/18.2 RESOLVED: to receive and approve the re-drafted Parsonage Well Risk Assessment with the following amendments:

- **Page 4 – Moving vehicles – Further action required – include 'None' – Risk rating – include low;**
- **Page 4 – Dangers from vegetation – Further action required – include 'None' – Risk rating – include low;**

On a vote being taken the matter was approved unanimously.

GR19/07/19 TO RECEIVE AND APPROVE THE RE-DRAFTED ILLOGAN PARK RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/07/19.2 RESOLVED: to receive and approve the re-drafted Illogan Park Risk Assessment with the following amendments; that there is an article put in the Illogan Review reminding people that the goal posts are not suitable to be climbed; and that the condition of the goal posts is reviewed regularly:

- **Page 2 – Injury / illness from effect of chemicals ... - Further action – include ‘None’ – Risk Rating – include ‘Low’;**
- **Page 3 – Medical emergency ... - Existing Control Measures – 1st bullet point - amend to read ‘Contractors must carry first aid kit’;**
- **Page 4 – Injury from barbed wire ... - Further action – include ‘None’ – Risk Rating – include ‘Low’;**
- **Page 4 – Children’s play area ... - Further action – include ‘None’ – Risk Rating – include ‘Low’;**
- **Page 5 – Existing Control Measures – delete the 5th bullet point and include ‘Football goal posts have been painted’ and ‘There will be an article included in the Illogan Review advising the public not to climb on the rugby or football goal posts’;**
- **Page 5 – Goal posts ... - Further action – amend to read ‘None’**
- **Page 5 – Goal posts... - Risk rating – include ‘Medium’;**
- **Page 5 – Gates... and Vandalism - Further action – include ‘None’ – Risk Rating – include ‘Low’;**
- **Page 7 – Dangers from vegetation and Work equipment... - Further action – include ‘None’ – Risk Rating – include ‘Low’**

On a vote being taken the matter was approved unanimously.

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GR19/07/20 TO RECEIVE AND APPROVE THE RE-DRAFTED PARISH COUNCIL OFFICE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/07/20.2 RESOLVED: to receive and approve the re-drafted Parish Council Office Risk Assessment with the correction of the typos and the following amendments:

- **Page 1 – last sentence – amend to read ‘Small meetings of up to 8 persons are held in the office’;**
- **Page 2 – DSE - Further action – include ‘None’ – Risk Rating – include ‘Low’;**
- **Page 3 – Environment - Further action – include ‘None’ – Risk Rating – include ‘Low’**

On a vote being taken the matter was approved unanimously.

GR19/07/21 TO RECEIVE THE RECOMMENDATION FROM THE STAFFING COMMITTEE THAT THE MATERNITY LEAVE POLICY AND RISK ASSESSMENT IS RECEIVED AND APPROVED; RECEIVE AND APPROVE THE MATERNITY LEAVE POLICY AND RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/07/21.2 RESOLVED: to receive and approve the Maternity Risk Assessment with the inclusion of the general points under ‘Existing Control Measures’; to defer the draft Maternity Policy until the next meeting and that the draft policy would be compared to the Green Book and South West Council drafts; and that the Committee would consider a Paternity Policy and an Adoption Policy.

On a vote being taken the matter was approved unanimously.

GR19/07/22 TO REVIEW THE TREE SAFETY POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/07/22.2 RESOLVED: that the Tree Safety Policy is reviewed and the following amendments are made:

- **Page 2 – Detailed Inspections – 1st sentence of 1st paragraph – amend to read 'The Council will commission a full tree survey by a suitably qualified person annually during a different season each year'**

On a vote being taken the matter was approved unanimously.

GR19/07/23 TO REVIEW THE FIRST AID POLICY AND AGREE ANY FUTURE ACTIONS

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

- GR19/07/23.2 RESOLVED: that the First Aid Policy is reviewed and that the 2nd sentence of the 1st paragraph is amended to read 'It doesn't matter whether the injury or illness is caused by the work they do, it is ...'**

On a vote being taken the matter was approved unanimously.

GR19/07/24 TO REVIEW THE WORK EQUIPMENT POLICY AND AGREE ANY FUTURE ACTIONS

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

- GR19/07/24.2 RESOLVED: that the Work Equipment Policy has been reviewed and there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

GR19/07/25 TO REVIEW THE RISK ASSESSMENT POLICY/ARRANGEMENTS AND AGREE ANY FUTURE ACTIONS

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

- GR19/07/25.2 RESOLVED: that the Risk Assessment Policy / Arrangements have been reviewed and there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

GR19/07/26 TO REVIEW THE REPORTING OF ACCIDENTS AND INCIDENTS POLICY AND AGREE ANY FUTURE ACTIONS

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

- GR19/07/26.2 RESOLVED: that the Reporting of Accidents and Incidents Policy has been reviewed and there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

- GR19/07/27 TO AGREE THAT THE HAND, ARM AND WHOLE-BODY VIBRATION POLICY IS NO LONGER REQUIRED AND AGREE ANY FUTURE ACTIONS**

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

- GR19/07/27.2 RESOLVED: that the Hand, Arm and Whole-Body Vibration Policy is no longer required as the Council does not have any equipment that causes / creates vibrations.**

On a vote being taken the matter was approved unanimously.

- GR19/07/28 TO AGREED THAT THE LONE WORKING AWAY FROM THE COUNCIL OFFICE RISK ASSESSMENT IS NO LONGER REQUIRED AND AGREE ANY FUTURE ACTIONS**

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

- GR19/07/28.2 RESOLVED: that the Lone Working Away from the Council Office Risk Assessment is no longer required as it has been incorporated into other risk assessments.**

On a vote being taken the matter was approved unanimously.

- GR19/07/29 TO AGREE THAT THE ELECTRICAL AND WORK EQUIPMENT RISK ASSESSMENT IS NO LONGER REQUIRED AND AGREE ANY FUTURE ACTIONS**

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

- GR19/07/29.2 RESOLVED: that the Electrical and Work Equipment Risk Assessment is no longer required as it has been incorporated into other risk assessments.**

On a vote being taken the matter was approved unanimously.

- GR19/07/30 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES**

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Consider a procedure for appropriately reviewing Policies and Risk Assessments.

Identification for Councillors and Council Officers.

Full Council Agenda Item – To consider the Chairman of each Committee giving a 2 minutes briefing on the minutes.

GR19/07/31 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the Wednesday 14th August 2019, 7pm in the Council Office. Cllr Crabtree forwarded his apologies for the next meeting.

GR19/07/32 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 Share, seconded by Cllr Pavey and

GR19/07/32.2 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.

GR19/07/33 TO RECEIVE QUOTES FOR AN EXTERNAL KEY BOX, FAN AND STEPS AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR19/07/33.2 RESOLVED: that an external key box is purchased from Screwfix using the Council's voucher; that a 2 tread steps is purchased from B & Q; that an air cooler is purchased from Amazon; and that the associated expenditure is approved.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.15pm.

Signed: Chairman Date: