

ILLOGAN PARISH COUNCIL

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

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

ALSO PRESENT: Ms S Willsher, Clerk; and a representative from JNC Safety Services

The Chairman explained the safety procedures.

GR19/11/1 TO RECEIVE APOLOGIES FOR ABSENCE

No apologies were received; all members were present.

GR19/11/2 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.

GR19/11/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR19/11/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR19/11/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 16TH SEPTEMBER 2019 AND THE CHAIRMAN TO SIGN THEM

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

GR19/11/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 16th September 2019 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR19/11/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Cllr Crabtree requested another identification badge.

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GR19/11/7 TO RECEIVE THE HEALTH AND SAFETY AUDIT REPORT AND A PRESENTATION ON THE REPORT BY JNC SAFETY SERVICES LIMITED AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR19/11/7.2 RESOLVED: that a Near Miss Policy was not required at this time.

On a vote being taken the matter was approved unanimously.

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

GR19/11/7.3 RESOLVED: that the Clerk would obtain quotes for the erection of the key safe outside the Council Office and that the Clerk was given delegated powers to accept a quote for a maximum of £200.

On a vote being taken the matter was approved unanimously.

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

GR19/11/7.4 RESOLVED: that the Clerk would obtain quotes for a competent person to be available by email or telephone to advise on Health and Safety matters should they arise during the Clerk's maternity leave

On a vote being taken the matter was approved unanimously.

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

GR19/11/7.5 RESOLVED: that the Health and Safety Audit Report is received and that the following actions are taken:

GR19/11/7.5.1 That the Clerk review all Council risk assessments to check what the Council does and where necessary decisions of the Council would be qualified within the risk assessments for reference.

GR19/11/7.5.2 That the Clerk would review all Council Risk Assessments and would include risk ratings where they were missing

- with a view to reducing all risk ratings as far as reasonably practicable.**
- GR19/11/7.5.3** That the Clerk send all amended documents to JNC Safety Services so that they can update the audit report with the actions the Council has taken.
- GR19/11/7.5.4** That the Clerk amend the RIDDOR Policy to reference the 2013 legislation and not the 1995.
- GR19/11/7.5.5** That the Clerk create a generic litter picking event risk assessment to be modified when the specific areas to be litter picked during an event have been agreed.
- GR19/11/7.5.6** That the Clerk amend the wording on future orders for Fal Fire to reflect the procedure the Council follows for PAT testing.
- GR19/11/7.5.7** That more details of Health and Safety reporting is included in the minutes of meetings such as report findings and actions taken in line with recommendations with the consequence that an easy to follow maintenance log is set up outside the minutes so that actions taken by the Council can be easily referenced [for example; a survey was completed, it was considered as X meeting, Z contractor was appointed to complete the works required, contractor health and safety paperwork received and date of completion.] (The JNC Safety Services representative agreed to send on a standard form).
- GR19/11/7.5.8** That the Clerk request a copy of the fixed wiring certificate for the Council Office from the landlord.

On a vote being taken the matter was approved unanimously.

GR19/11/8 **DATE AND TIME OF NEXT MEETING**

ILLOGAN PARISH COUNCIL

The next meeting would be held on Wednesday 29th January 2020, 7pm
in the Council Office.

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

Signed: Chairman

Date: