

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on 29<sup>th</sup> January 2020 at 7 pm

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

ALSO PRESENT: Mr M Mills, Locum Clerk

The Chairman explained the safety procedures.

**GR20/01/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr L Pavey

There were no members absent.

**GR20/01/2 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.

**GR20/01/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR20/01/4 PUBLIC PARTICIPATION**

There were no members of the public.

**GR20/01/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 27<sup>th</sup> NOVEMBER 2019 AND THE CHAIRMAN TO SIGN THEM**

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

**GR20/01/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 27<sup>th</sup> November 2019 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR20/01/6 REPORT OF THE CLERK: DELIVERY OF RESOLUTIONS MADE ON 27TH NOVEMBER**

The Locum Clerk confirmed that the Clerk had completed tasks as set out in the resolutions before she had gone on maternity leave.

**GR20/01/7 REPORT FROM THE CHAIRMAN AS TO POSSIBLE FUTURE SCRUTINY PROCESS**

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

**GR20/01/7.1 RESOLVED that an action log similar to that used by NALC would be used for the remainder of the calendar year and that the committee would recommend to Full Council that it adopt this system**

On a vote being taken the matter was approved unanimously.

**GR20/01/8 REPORT FROM THE VICE-CHAIRMAN AS TO THE CYCLE OF ANNUAL REVIEWS OF ADOPTED POLICIES**

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

**GR20/01/8.1 RESOLVED that policies would be divided by categories namely health and safety, employment and internal and would be reviewed by a) an external consultant (H&S), b) CALC (employment) and c) the Chairman and Clerk (internal)**

On a vote being taken the matter was approved unanimously.

**GR20/01/9 TO CONSIDER MATTERS ADVISED FROM NALC AND CALC AND ALSO SLCC – SCHEDULE (AND ANY COMMENTARY)**

The Chairman reported that CALC were in the process of preparing a good Councillors guide to cyber security.

The Locum Clerk reported that it needed to be established that the website was compliant with the Public Sector Bodies (Websites and Mobile Applications No2) Accessibility Regulations 2018. Compliance was required by September 2020.

**GR20/01/10 SUGGESTIONS AS TO OTHER SUNDRY MATTERS FOR THE NEXT AGENDA**

Only those matters arising from this meeting.

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**GR20/01/11      MATTERS ARISING FROM THE MINUTES AND A REPORT ON  
PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

The fixed wiring certificate requested from the landlord of the council's office needed to be chased.

**GR20/01/12      DATE AND TIME OF NEXT MEETING**

The next meeting would be held on the 26<sup>th</sup> February 2020 at 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.05 pm

Signed: ..... Chairman

Date: .....