

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held on Wednesday 24th March 2021 at 7pm via Microsoft Teams.

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

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

GR21/03/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received; all members were present.

GR21/03/2 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.

GR21/03/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR21/03/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR21/03/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 11TH MARCH 2020 AND THE CHAIRMAN TO SIGN THEM

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

GR21/03/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 11th March 2020 are received and approved with Minute GR20/03/14 being amended to read 'This item was withdrawn from the agenda with the agreement of the Committee' and signed by the Chairman.

On a vote being taken on the matter there were 3 votes FOR and 0 votes AGAINST.

GR21/03/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

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There were no matters arising.

GR21/03/7 TO RECEIVE THE AMENDED ABSENCE MANAGEMENT POLICY, AGREE ANY ACTIONS AND FOR IT TO BE IMPLEMENTED FROM THE 18TH MAY 2021

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

GR21/03/7.2 RESOLVED: that the Absence Management Policy is received and approved and implemented from the 18th May 2021 with the following amendments:

- **Pages 3 – 9 are deleted.**
- **Pages 3 – 9 will be reinstated if an Administration Assistant or other employed role is taken on in the future.**
- **Page 10 – delete 'Parish Clerk Absence'.**
- **Page 10 – Reporting – 2nd paragraph – amend to read 'If the Chairman is unavailable, you should ensure that contact is made with the Vice Chairman of the Council'.**
- **Page 14 – Personal, Domestic or Work-Related Problems – 1st paragraph – last sentence – amend to read 'Should the Parish Clerk wish to discuss matters they can with the Chairman of the Staffing Committee or other Members who can be contacted for a confidential interview'.**

On a vote being taken the matter was approved unanimously.

GR21/03/8 TO RECEIVE THE AMENDED ANNUAL APPRAISAL PROTOCOL, AGREE ANY ACTIONS AND FOR IT TO BE IMPLEMENTED FROM THE 18TH MAY 2021

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

GR21/03/8.2 RESOLVED: that the Annual Appraisal Protocol is received and approved and implemented from the 18th May 2021 with the following amendment:

- **2nd paragraph – delete first sentence.**

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On a vote being taken the matter was approved unanimously.

GR21/03/9 TO RECEIVE THE AMENDED HEALTH AND SAFETY POLICY, AGREE ANY ACTIONS AND FOR IT TO BE IMPLEMENTED FROM THE 18TH MAY 2021

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

GR21/03/9.2 RESOLVED: that the Health and Safety Policy is received and approved and implemented from the 18th May 2021 with the following amendments:

- **Page 1 – point 4 – 1st bullet point – amend to read ‘providing safe access and egress to its buildings and grounds. If the weather conditions are very poor the Clerk will consult with the ...’.**
- **Page 2 – 2nd heading – amend to read ‘The Clerk, Councillors, contractors...’**
- **Page 3 – 1st bullet point – amend to read ‘Report accidents, incidents, hazardous incidents and near misses to the Clerk and the Governance Review Committee’.**
- **Page 3 – point 5 – 1st bullet point – amend to read ‘making regular assessments of risks to health and safety of The Clerk, contractors ...’**
- **Page 3 – point 6 – amend to read ‘The Council will review regularly its arrangements for Councillors, The Clerk, visitors, ...’**
- **Page 3 – point 7 – amend to read ‘Illogan Parish Council encourages The Clerk and ...’**
- **To amend all references to ‘Staff’ to ‘The Clerk’**
- **To amend all references to ‘members’ to ‘Councillors’**

On a vote being taken the matter was approved unanimously.

GR21/03/10 TO RECEIVE THE AMENDED LONE WORKING RISK ASSESSMENT AND POLICY, AGREE ANY ACTIONS AND FOR IT TO BE IMPLEMENTED FROM THE 18TH MAY 2021

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

GR21/03/10.2 RESOLVED: that the Lone Working Risk Assessment and Policy is received and approved and implemented from the 18th May 2021 with the following amendments:

- Page 2 – 1st paragraph – amend to read 'Before the Covid-19 Pandemic the Council Office was open to the public from 9am until 12 midday Monday to Thursday when the Clerk works alone in the Office from 8am until 4pm. The Office doors are usually kept locked unless the Clerk is allowing admittance to a Councillor, delivery driver or member of the public.'
- Page 2 – include a new paragraph after the 1st paragraph to read 'Since the Covid-19 Pandemic the Council Office has been closed. The Clerk has been working from home and only attending the Office to check the post, collect or return files and paperwork or to complete printing/scanning tasks etc. The Clerk has been in the Office at least once a week for between 30 minutes and 4 hours.'
- Page 2 – 2nd paragraph – 1st sentence - amend to read 'When the Clerk leaves the Office to complete a work task ...'
- Page 2 – 2nd paragraph – add a sentence to the end to read 'This does not include at the end of the day when The Clerk leaves the Office to travel home.'
- Page 2 – 3rd paragraph – amend to read 'When Councillors are going on sole planning site meetings they must inform the Council Office or another person ...'
- Page 3 – 1st sentence – amend to read 'The risk to lone workers is not considered to be significant as the activities/work of the Council does ...'
- Amend all references to 'employees' to 'The Clerk'
- Page 3 – 1st line – add to further actions 'If the Clerk has an ongoing health condition, seek medical advice and assess the suitability for lone working.'
- Page 3 – 2nd line – delete 'Getting locked in'

- **Page 3 – 2nd line – 1st bullet point – amend to read 'Door is usually locked'**
- **Page 3 – 2nd line – delete 2nd bullet point**
- **Page 4 – 1st line – delete 2nd bullet point**
- **Page 4 – 1st line – include 'Persons arranging to meet the Clerk will need to provide proper forms of identification before being admitted to the Office'**
- **Add a new line Hazard - 'Stress and mental health or wellbeing'; Who is at risk? The Clerk; What are the risks? Stress related illness, Feelings of isolation, disconnection and abandonment, Lack of support, Reduced performance, Poor mental health and wellbeing, High turnover of Clerks; Existing Control Measures – None; Further actions – Regular and consultation with the Clerk to enable issues and concerns to be raised, discussed etc, Put procedures in place that enable direct contact with the lone worker so their manager can recognise signs of stress as early as possible.'**
- **Page 5 – Emergencies – add further action to read 'Pass the external key safe details to the South West Ambulance.'**
- **Page 6 – Cash on premises – 1st bullet point – amend amount to £35**
- **A remote site is defined as anywhere that is not the Office**

On a vote being taken the matter was approved unanimously.

GR21/03/11 TO RECEIVE THE AMENDED COUNCIL OFFICE RISK ASSESSMENT, AGREE ANY ACTIONS AND FOR IT TO BE IMPLEMENTED FROM THE 18TH MAY 2021

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

GR21/03/11.2 RESOLVED: that the Council Office Risk Assessment is received and approved and implemented from the 18th May 2021 with the following amendments:

- **Page 1 – 4th paragraph – amend to read 'All general office duties are undertaken by**

- the Clerk as the sole employee of the Council'
- Page 1 – 5th paragraph – amend to read 'Small meetings of up to 8 persons are held on the Office when the restrictions due to the Covid-19 Pandemic allow.'
 - Amend all references to 'employees' to 'The Clerk'
 - Page 2 – 1st line in table – add bullet point to read 'If the Clerk needs to complete tasks that involve manual handling or lifting they arrange for a Councillor to attend the Office'
 - Page 2 – 1st line in table – 5th bullet point – amend to read 'Documents for meetings ...'
 - Page 2 – 1st line in table – 6th bullet point – amend to read 'Nothing that needs to be regularly accessed ...'
 - Page 3 – 1st line – 1st bullet point – amend to read 'The Office door is usually kept locked when the Clerk is in the Office'
 - Page 4 – 2nd line of table - add bullet point to read 'The Clerk has access to a landline and a mobile phone to call for assistance'
 - Page 4 – 2nd line of table – deletes bullet points 2 to 4.
 - Page 5 – 3rd line of table – delete 2nd bullet point

On a vote being taken the matter was approved unanimously.

GR21/03/12 TO RECEIVE THE AMENDED ILLOGAN PARK RISK ASSESSMENT, AGREE ANY ACTIONS AND FOR IT TO BE IMPLEMENTED FROM THE 18TH MAY 2021

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

GR21/03/12.2 RESOLVED: that the Illogan Park Risk Assessment is received and approved and implemented from the 18th May 2021 with the following amendments:

- Page 1 – delete 'Kernow Tree ...'
- Page 1 – Visual play equipment inspections – delete 'DJM Gardening ...' and replace with 'The Clerk'

- **Replace all references to 'employees' with 'The Clerk'**
- **Page 3 – Lone working – add a bullet point to read 'Lone Working Policy' and add 'Councillors'**
- **Page 3 – Anti-social behaviour etc – add The Clerk, Councillors, Members of the public**
- **Page 3-4 – Medical emergency etc – add The Clerk**
- **Page 4 – Injury from barbed wire ... - add The Clerk and Councillors**
- **Page 4 – Childrens play area etc – add Contractors and The Clerk**
- **Page 5 – Goal posts etc – add Contractors, Members of the public, The Clerk and Councillors**
- **Page 5 – Gate etc – add Contractors, Members of the public and The Clerk**
- **Page 5 – Gates etc – 1st bullet point – amend to read 'Visual checks by the Clerk'**
- **Page 5-6 – add The Clerk and Councillors**
- **Page 6 – Slips etc – add The Clerk and Councillors**
- **Page 6 – Illness or injury etc – add The Clerk and Councillors**
- **Page 7 – Dangers from vegetation – add The Clerk**
- **Page 7 – Adverse weather etc – add The Clerk**

On a vote being taken the matter was approved unanimously.

GR21/03/13 TO RECEIVE THE AMENDED MANNINGHAM WOOD RISK ASSESSMENT, AGREE ANY ACTIONS AND FOR IT TO BE IMPLEMENTED FROM THE 18TH MAY 2021

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

GR21/03/13.2 RESOLVED: that the Manningham Wood Risk Assessment is received and approved and implemented from the 18th May 2021 with the following amendments:

- **Page 2 – Visual inspections ... - delete 'DJM Gardening...' and replace with 'The Clerk'**
- **Page 3 – Lone working – add The Clerk – 2nd bullet point amend to read 'Contractors**

- and The Clerk...’ add a bullet point to read ‘Lone Working Policy’**
- **Amend all references to ‘employees’ to ‘The Clerk’**
 - **Page 3 -4 – Anti-social behaviour etc – add The Clerk, Members of the public and Councillors**
 - **Page 4 – Medical emergency etc – add The Clerk and Councillors**
 - **Page 4-5 – add The Clerk and Councillors; amend the 4th bullet point to read ‘On accession the Clerk will be accompanied by a Councillor when carrying out visual safety checks, a report is written and circulated to the Chairman and Vice Chairman of the Council, Governance Review Committee and the Planning and Environmental Services Committee. If the Clerk is unaccompanied during the checks they will follow the Lone Working Policy and regularly check in with the Chairman or Vice Chairman of the Council’; 5th bullet point amend to read ‘Fallen branches are removed from pathways where possible and if not possible consideration is given to diverting or closing the path’**
 - **Page 5 – Illness or injury etc – add The Clerk and Councillors**
 - **Page 6 – Dangers from vegetation – add The Clerk and Councillors**
 - **Page 6 – Dangers from falling trees and branches – add The Clerk and Councillors**
 - **Page 6 – Adverse weather etc – add The Clerk and Councillors**

On a vote being taken the matter was approved unanimously.

GR21/03/14 TO RECEIVE THE AMENDED MARY’S WELL RISK ASSESSMENT, AGREE ANY ACTIONS AND FOR IT TO BE IMPLEMENTED FROM THE 18TH MAY 2021

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

GR21/03/14.2 RESOLVED: that the Mary’s Well Risk Assessment is received and approved and implemented from the 18th May 2021 with the following amendments:

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- **Page 1 – 2nd paragraph – 1st sentence – amend to read ‘This area of land ... the Well and 2 benches’**
- **Page 1 – 2nd paragraph – 2nd sentence – amend to read ‘Illogan Parish Council has an agreement with Cornwall Council to enable them to maintain the planting in the granite plinth, the Well and benches’**
- **Page 1 – add a 4th paragraph to read ‘Illogan Parish Council is not responsible for the surface of the area or for its maintenance; this is Cornwall Council’s responsibility as the highway authority’**
- **Page 1 – amend ‘Monthly visual inspections’ to ‘Quarterly visual inspections’ and change ‘DJM Gardening ...’ to ‘The Clerk’**
- **Page 1 – Removing weeds etc – change from ‘Cllr Ford’ to ‘Volunteers/Councillors’**
- **Changes all references to ‘employees’ to ‘The Clerk’**
- **Page 2 – Lone working – add ‘The Clerk’; 2nd bullet point amend to read ‘Contractors and the Clerk carry ...’**
- **Page 2 – Anti-social behaviour etc – add The Clerk**
- **Page 3 – Medical emergency etc – add The Clerk**
- **Page 3 – Slips, Trips etc – add The Clerk; amend 5th bullet point to read ‘Any instances of uneven paving are reported to Cornwall Council’**
- **Page 3 – Vandalism – amend 1st bullet point to read ‘Safety inspection carried out quarterly’**
- **Page 4 – Illness or injury etc – add The Clerk**
- **Page 4 – Moving vehicles – add Members of the public and The Clerk; amend 3rd bullet point to read ‘Contractors, The Clerk, Councillors and Volunteers are ...’**
- **Page 4-5 – Adverse weather etc – add The Clerk**

On a vote being taken the matter was approved unanimously.

GR21/03/15 TO RECEIVE THE AMENDED PARSONAGE WELL RISK ASSESSMENT, AGREE ANY ACTIONS AND FOR IT TO BE IMPLEMENTED FROM THE 18TH MAY 2021

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

GR21/03/15.2 RESOLVED: that the Parsonage Well Risk Assessment is received and approved and implemented from the 18th May 2021 with the following amendments:

- **Page 1 – 2nd paragraph – amend to read ‘This area of land ...’**
- **Page 1 – Visual safety inspections – change ‘DJM Gardening and Groundwork Solutions’ to ‘The Clerk’**
- **Page 2 – Lone working – add ‘The Clerk’ and amend the 1st and 2nd bullet points to include the Clerk**
- **Amend all references to ‘employees’ to ‘The Clerk’**
- **Page 2 – Anti-social behaviour etc – add The Clerk**
- **Page 3 – Medical emergency etc – add the Clerk and add a bullet point to read ‘The Clerk has a first aid kit in the car’**
- **Page 3 – Slips, Trips etc – add The Clerk’**
- **Page 3 – Vandalism – add The Clerk and amend the first bullet point to read ‘Safety inspections are carried out quarterly’**
- **Page 4 – Illness or injury etc – add The Clerk**
- **Page 4 – Moving vehicles – add the Clerk and Members of the public**
- **Page 5 – Adverse weather etc – add The Clerk**

On a vote being taken the matter was approved unanimously.

GR21/03/16 TO RECEIVE THE AMENDED PENWARTHA HALL RISK ASSESSMENT, AGREE ANY ACTIONS AND FOR IT TO BE IMPLEMENTED FROM THE 18TH MAY 2021

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

GR21/03/16.2 RESOLVED: that the Penwartha Hall Risk Assessment is

received and approved and implemented from the 18th May 2021 with the following amendments:

- **Page 2 – Activity – amend 2nd bullet point to read 'Transporting documents from the main office/home office'**
- **Amend all reference to 'Employees' to 'The Clerk'**
- **Page 2 – Lone working – add Councillors**
- **Page 4 – Electrocutation – delete the 6th bullet point**
- **Page 5 – Inclement weather etc – amend the 3rd bullet point to read 'Paths are occasionally treated to melt snow and ice'**
- **Page 5 – add a table line – Hazard is Covid-19; Who is at Risk? The Clerk, Councillors, Members of the public, Other hall users, Contractors working/cleaning the hall; What are the risks? Cross contamination through contact resulting in the potential spread of the Covid-19 virus; Existing control measures – Hall closed, Meetings are being held remotely via Microsoft Teams (whilst Legislation allows); Further action – Monitor government and other guidance and review control measures**

On a vote being taken the matter was approved unanimously.

GR21/03/17 TO RECEIVE THE AMENDED FIRST AID POLICY, AGREE ANY ACTIONS AND FOR IT TO BE IMPLEMENTED FROM THE 18TH MAY 2021

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

GR21/03/17.2 RESOLVED: that the First Aid Policy is received and approved and implemented from the 18th May 2021 with the following amendments:

- **Page 1 – 1st paragraph – 2nd sentence – amend to read 'It doesn't matter whether the injury or illness is caused by the work they do or not, it is important that they receive immediate attention and that an ambulance is called in serious cases.'**

- **Page 1 – 2nd paragraph – amend to read ‘The Health and Safety (First-Aid) Regulations require the employers to provide adequate and appropriate first aid equipment and facilities so that employees ...’**

On a vote being taken the matter was approved unanimously.

GR21/03/18 TO RECEIVE THE AMENDED MANUAL HANDLING RISK ASSESSMENT, AGREE ANY ACTIONS FOR IT TO BE IMPLEMENTED FROM THE 18TH MAY 2021

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

GR21/03/18.2 RESOLVED: that the Manual Handling Risk Assessment is received and approved and implemented from the 18th May 2021 with the following amendments:

- **Page 4 – Other factors – 2nd bullet point – amend to read ‘Constant interruptions from Councillors or members of the public must ...’**
- **Page 4 – Information and training – last sentence – amend to read ‘Anyone completing manual handling tasks will ...’**

On a vote being taken the matter was approved unanimously.

GR21/03/19 TO RECEIVE THE DRAFT INITIAL AND ANNUAL CONTRACTORS QUESTIONNAIRES AND AGREE ANY FUTURE ACTIONS

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

GR21/03/19.2 RESOLVED: that the Initial and Annual Contractors Questionnaires are received and approved and added to the Management of Contractor Policy to be implemented from the 18th May 2021 with the following amendments:

On a vote being taken the matter was approved unanimously.

GR21/03/20 TO RECEIVE THE AMENDED MANAGEMENT OF CONTRACTORS POLICY, AGREE ANY ACTIONS AND FOR IT TO BE IMPLEMENTED FROM THE 18TH MAY 2021

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

GR21/03/20.2 RESOLVED: that the Management of Contractors Policy is received and approved and implemented from the 18th May 2021 with the following amendments:

- Page 1 – Illogan Parish Council will - delete the 2nd bullet point
- Page 1 – Illogan Parish Council will - 3rd bullet amend to read 'The Council will provide potential contractors with any relevant site specific information which could impact on their health and safety and risk assessment'
- Page 1 – Illogan Parish Council will – 7th bullet point – amend to read 'The Clerk accompanied by a Councillor will ...'
- Page 1 – Managing and supervising work – 2nd paragraph – 1st sentence – amend to read 'The Clerk will liaise with the contractors on how ...'
- Page 2 – This will include – 5th bullet point – amend to read 'Frequency of site visits'
- The inclusion of the Initial and Annual contractors questionnaires to replace pages 3-8

On a vote being taken the matter was approved unanimously.

GR21/03/21 TO RECEIVE THE AMENDED TREE SAFETY POLICY, AGREE ANY ACTIONS AND FOR IT TO BE IMPLEMENTED FROM THE 18TH MAY 2021

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

GR21/03/21.2 RESOLVED: that the Tree Safety Policy is received and approved and implemented from the 18th May 2021 with the following amendments:

- Page 1 – 1st paragraph – amend to read 'The main areas of trees that are the responsibility of Illogan Parish Council are Manningham Wood and Illogan Park. This Policy will cover all areas that contact trees for which the Council is responsible.'

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- **Page 1 – 3rd paragraph – last sentence – amend to read ‘There will usually be a 5 year management plan in place.’**
- **Page 1 – add a new 4th paragraph to read ‘Illogan Park is located between Paynters Lane End Road and Trevelyan Road. The Council own the Park.’**
- **Page 1- 4th paragraph – amend to read ‘There is public access to Manningham Wood and Illogan Park all of the time. There are designated paths through the Wood which are regularly used by parents and children on their way to and from Illogan School. Manningham Wood and Illogan Park are regularly used by dog walkers and leisure walkers. Illogan Parish Council’s contractor is in the Woods and the Park at least once a week completing various tasks including litter picking, maintenance etc. Other contractor empty the bins ...’**
- **Update all references to employees, other officers or other staff to The Clerk**
- **Page 2- Detailed inspections – 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.’**
- **Page 2 – Detailed inspections – 2nd paragraph – 19amend to read ‘The person completing the full tree surveys will be trained to a minimum of Level 3 arboricultural qualification with at least two years practical experience of tree management and surveying.’**
- **Page 3 – 3rd heading – amend to read ‘Trees within falling distance of the road’**

On a vote being taken the matter was approved unanimously.

GR21/03/22 DATE AND TIME OF NEXT MEETING

A date for the next meeting was not set.

GR21/03/23 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

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

GR21/03/23.2 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.

GR21/03/24 TO RECEIVE THE CLERK'S MATERNITY RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR21/03/24.2 RESOLVED: that the Clerk's Maternity Risk Assessment is received and that following further discussion with the Clerk's midwife and the Clerk, that the Clerk will continue to complete the defibrillator checks accompanied by another person and the visual safety inspections in Illogan Park etc whilst she is comfortable and wanting to do so.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.12pm.

Signed: Chairman

Date: