

The public is reminded that these are DRAFT minutes, which means that they are not approved at the time of publication and may be subject to amendment before final approval at the next Parish Council meeting. The agreed minutes will be uploaded once they have been agreed by the Council at the appropriate meeting.

Minutes of the Governance Review Committee held at The Old School Centre, Nance Lane, Illogan on Wednesday 28th July 2021 at 7.00pm

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

ALSO PRESENT: Ms S Willsher, Clerk and Mrs A Edwards, Administration Assistant

The Chairman explained the safety procedures.

GR21/07/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs Thompson.

There were no members absent.

GR21/07/2 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.

GR21/07/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR21/07/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR21/07/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 6th JULY 2021 AND THE CHAIRMAN TO SIGN THEM

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

GR21/07/5.2 RESOLVED: that the minutes of the meeting of the

Governance Review Committee held on the 6th July 2021 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR21/07/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

GR21/07/7 TO RECEIVE THE AMENDED ABSENCE MANAGEMENT POLICY, AGREE ANY ACTIONS

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

GR21/07/7.2 RESOLVED: that the Absence Management Policy is received and approved.

On a vote being taken the matter was approved unanimously.

GR21/07/8 TO RECEIVE THE AMENDED ANNUAL APPRAISAL PROTOCOL, AGREE ANY ACTIONS

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

GR21/07/8.2 RESOLVED: that the Annual Appraisal Protocol is received and approved.

On a vote being taken the matter was approved unanimously.

GR21/07/9 TO RECEIVE THE AMENDED HEALTH AND SAFETY POLICY, AGREE ANY ACTIONS

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

GR21/07/9.2 RESOLVED: that the Health and Safety Policy is received and approved with the following amendments:

- **Page 5 – Health and Safety Law Poster is displayed: - amend to read 'On the side of the cupboard'**
- **Page 5 - First-Aid box and accident book are located:**
- **Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries,**

**Diseases and Dangerous Occurrences –
amend to read 'On top of the cupboard'**

On a vote being taken the matter was approved unanimously.

**GR21/07/10 TO RECEIVE THE AMENDED LONE WORKING RISK ASSESSMENT
AND POLICY, AGREE ANY ACTIONS**

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

**GR21/07/10.2 RESOLVED: that the Lone Working Risk Assessment and
Policy is received and approved.**

On a vote being taken the matter was approved unanimously.

**GR21/07/11 TO RECEIVE THE AMENDED COUNCIL OFFICE RISK ASSESSMENT,
AGREE ANY ACTIONS**

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

**GR21/07/11.2 RESOLVED: that the Council Office Risk Assessment is
received and approved with the following
amendments:**

- **Page 1 – 2nd paragraph – 1st line –
amend to read 'The Office is well lit and
on the ground floor.'**
- **The correction of typos**

On a vote being taken the matter was approved unanimously.

**GR21/07/12 TO RECEIVE THE AMENDED ILLOGAN PARK RISK ASSESSMENT,
AGREE ANY ACTIONS**

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

**GR21/07/12.2 RESOLVED: that the Illogan Park Risk Assessment is
received and approved with the following
amendments:**

- **Page 1 – add 'Play Equipment
Maintenance – Southwest Playground
Inspection Company or another suitable
contractor'**

On a vote being taken the matter was approved unanimously.

GR21/07/13 TO RECEIVE THE AMENDED MANNINGHAM WOOD RISK ASSESSMENT, AGREE ANY ACTIONS

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

GR21/07/13.2 RESOLVED: that the Manningham Wood Risk Assessment is received and approved.

On a vote being taken the matter was approved unanimously.

GR21/07/14 TO RECEIVE THE AMENDED MARY'S WELL RISK ASSESSMENT, AGREE ANY ACTIONS

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

GR21/07/14.2 RESOLVED: that the Mary's Well Risk Assessment is received and approved with the following amendments:

- **Page 1 – Planting trough – amend to read 'A volunteer Councillor'**
- **Page 1 – Removing weeds and dead plants from the trough – amend to read 'A volunteer Councillor'**
- **Page 1 – Clear weeds from crazy paving – amend to read 'A volunteer Councillor'**

On a vote being taken the matter was approved unanimously.

GR21/07/15 TO RECEIVE THE AMENDED PARSONAGE WELL RISK ASSESSMENT, AGREE ANY ACTIONS

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

GR21/07/15.2 RESOLVED: that the Parsonage Well Risk Assessment has been received and approved with the correction of the typos.

On a vote being taken the matter was approved unanimously.

GR21/07/16 TO RECEIVE THE AMENDED PENWARTHA HALL RISK ASSESSMENT, AGREE ANY ACTIONS

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

GR21/07/16.2 RESOLVED: that the Penwartha Hall Risk Assessment is received and approved.

ILLOGAN PARISH COUNCIL

On a vote being taken the matter was approved unanimously.

GR21/07/17 TO RECEIVE THE AMENDED TREE SAFETY POLICY, AGREE ANY ACTIONS

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

GR21/07/17.2 RESOLVED: that the Tree Safety Policy is received and approved.

On a vote being taken the matter was approved unanimously.

GR21/07/18 DATE AND TIME OF NEXT MEETING

The next meeting would be held in January 2022.

There being no further business the Chairman closed the meeting at 7.30pm.

Signed: Chairman

Date:

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