

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Old School Centre, Nance Lane, Illogan on Wednesday 27th April 2022 at 7pm.

PRESENT: Councillors Ford (Chairman), Mrs. Thompson (Vice Chairman), Pavey and Williams

ALSO PRESENT: Ms. S Willsher, Clerk

The Chairman explained the safety procedures.

GR22/04/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Crabtree.

Cllr Ms. Kemp was absent.

GR22/04/2 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.

GR22/04/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR22/04/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR22/04/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 23RD MARCH 2022 AND THE CHAIRMAN TO SIGN THEM

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

GR22/04/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 23rd March 2022 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR22/04/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

GR22/04/7 TO REVIEW THE FINANCIAL REGULATIONS AND AGREE ANY FUTURE ACTIONS

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

GR22/04/7.2 RESOLVED: that the Financial Regulations have been reviewed and the following amendments are made:

- **Page 3 – 1.15 – 3rd bullet point – amend to read ‘Completion of ...’**
- **That the typo’s are corrected.**
- **Page 6 – 4.1 ii – amend to read ‘a duly delegated Committee of the Council for items between £500 and £1,999;’**
- **Page 6 – 4.1 iv- amend to read ‘the Clerk for any items below £500, where a regular contractor is appointed to complete handyman/play equipment maintenance and safety works or for training and conferences.’**
- **Page 6 – 4.1 – paragraph at the end of the bullet points – amend to read ‘Such authority is to be evidenced by a minute.’**
- **Page 6 – 4.4 – amend to read ‘The salary budgets are to be reviewed at least annually by the end of September ...’**
- **Page 6 – 4.6 – amend the expenditure limit to £1,000.**
- **Page 9 – 6.3 – amend to read ‘All payments shall be effected by faster payment ...’**
- **Page 12 – 9.5 – amend to read ‘All cash sums in excess of £10.00 received on behalf of the Council shall be banked intact as directed by the RFO. Cash sums below £10.00 shall be included in the Council’s petty cash’**
- **Page 15 – 11.11 – amend to read ‘The European Union Procurement Directive or succeeding related regulations ...’**

On a vote being taken the matter was approved unanimously.

GR22/04/8 TO REVIEW STANDING ORDERS AND AGREE ANY FUTURE ACTIONS

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

GR22/04/8.2 RESOLVED: that the Standing Orders have been reviewed to recommend the following amendment to Full Council:

- **Page 7 – 3f – amend to read ‘The period of time designated for public participation at a meeting in accordance with Standing Order 3(e) shall not exceed a total of ...’**
- **Page 7 – swap 3 (g) and 3 (h).**
- **Page 7 – 3 (g) – amend to read ‘Subject to Standing Order 3(F), a member of the public shall not speak for more than 3 minutes, unless directed by the Chairman of the meeting.’**

On a vote being taken the matter was approved unanimously.

GR22/04/9 TO REVIEW THE CODE OF CONDUCT AND AGREE NY FUTURE ACTIONS

It was proposed by Cllr Pavey, seconded by Cllr Mrs. Thompson and

GR22/04/9.2 RESOLVED: that the Code of Conduct has been reviewed and there are no amendments.

On a vote being taken the matter was approved unanimously.

GR22/04/10 TO REVIEW THE BUSINESS CONTINUITY PLAN AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Mrs. Thompson, seconded by Cllr Pavey and

GR22/04/10.2 RESOLVED: that the Business Continuity Plan has been reviewed and the following amendments made:

- **That the telephone number for CALC is updated throughout the document.**
- **That all document names that contain a date read ‘name of document at its most recent date’**

- **Rather than naming the Chairman and Vice Chairman and including their contact details, a description of where the information can be found on the computer system will be included.**
- **That all references to locations of cupboards and filing cabinets etc are removed i.e., tall cupboard, behind officers' desk etc.**
- **Bank signatories – to update to a description of how to find the list on the computer system.**
- **That the insurance company is updated to Zurich and a description of how to access the information electronically is included.**
- **Contractors Register of Interest – update to a description of how to access the information electronically.**
- **Remove all reference to wall charts.**
- **Page 12 - That the keyholders are updated to read 'Clerk'.**
- **Update all references to the landlord to Trevenson Holdings.**
- **Page 18 – Contractors – included description of where electronic scans of signed contracts are saved.**
- **That the generic email address is entered for Cornwall Council Electoral Services rather than a named officer.**

On a vote being taken the matter was approved unanimously.

GR22/04/11 TO REVIEW THE DEALING WITH REQUESTS FOR MAINTENANCE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR22/04/11.2 RESOLVED: that the Dealing with Requests for Maintenance Policy has been reviewed and no amendments are made.

On a vote being taken the matter was approved unanimously.

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GR22/04/12 TO REVIEW THE USE OF OPEN SPACES POLICY AND AGREE ANY FUTURE ACTIONS

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

GR22/04/12.2 RESOLVED: that The Use of Open Spaces Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR22/04/13 TO REVIEW THE BUDGET SETTING PROCESS AND AGREE ANY FUTURE ACTIONS

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

GR22/04/13.2 RESOLVED: that the Budget Setting Process has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR22/04/14 TO REVIEW THE PLANNING PROCESS AND AGREE ANY FUTURE ACTIONS

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

GR22/04/14.2 RESOLVED: that The Planning Process has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR22/04/15 TO REVIEW THE CO-OPTION PROTOCOL AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Pavey, seconded by Cllr Mrs. Thompson and

GR22/04/15.2 RESOLVED: that the Co-Option Protocol has been reviewed and that the spelling of by-election is corrected.

On a vote being taken the matter was approved unanimously.

GR22/04/16 TO REVIEW THE COUNCILLOR'S EXPENSES POLICY AND AGREE ANY FUTURE ACTIONS

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

GR22/04/16.2 RESOLVED: that the Councillor's Expenses Policy has been

reviewed and that the typo in the title is corrected (Councillor's not Councillors).

On a vote being taken the matter was approved unanimously.

GR22/04/17 TO REVIEW THE SCHEME OF DELEGATION AND AGREE ANY FUTURE ACTIONS

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

GR22/04/17.2 RESOLVED: that the Scheme of Delegation has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR22/04/18 TO REVIEW THE RETENTION OF DOCUMENTS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR22/04/18.2 RESOLVED: that the Retention of Documents Policy has been reviewed and the following amendments made:

- **Page 4 – Planning applications and related paperwork for major controversial developments; also planning appeal decisions - amend to read 'Planning applications and related paperwork; and also planning appeal decisions'**
- **Page 5 – Planning application for minor works where permission is refused - delete row**

On a vote being taken the matter was approved unanimously.

GR22/04/19 TO REVIEW THE CODE OF PRACTICE FOR HANDLING COMPLAINTS AND AGREE ANY FUTURE ACTIONS

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

GR22/04/19.2 RESOLVED: that The Code of Practice for Handling Complaints has been reviewed and the following amendments made:

- **Page 1 – Introduction – 3rd paragraph – amend to read 'Local Councils ...'**

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- **References to the Code of Conduct to be amended to have capital C's**

On a vote being taken the matter was approved unanimously.

GR22/04/20 TO REVIEW THE PRESS/MEDIA POLICY AND AGREE ANY FUTURE ACTIONS

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

GR22/04/20.2 RESOLVED: that the Press/Media Policy has been reviewed and no amendments are made.

On a vote being taken the matter was approved unanimously.

GR22/04/21 TO REVIEW THE EMAIL ETIQUETTE AND AGREE ANY FUTURE ACTIONS

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

GR22/04/21.2 RESOLVED: that the Email Etiquette has been reviewed and the following amendments are made, and actions completed:

- **Bullet point 13 – amend to read 'Do not shoot ...'**
- **That the Clerk would compile a list of Cllrs who had email addresses, noting which ones were not being used.**
- **To recommend to Full Council that only Council emails address are used by Councillors for council business for GDPR reasons.**

On a vote being taken the matter was approved unanimously.

GR22/04/22 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 22nd June 2022, 7pm in The Old School Centre, Nance Lane, Illogan

There being no further business the Chairman closed the meeting at 7.43.

Signed: Chairman

Date: