

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held on Wednesday 22nd June 2022, 7pm in The Old School Centre, Nance Lane, Illogan

PRESENT: Councillors Crabtree, Ford, and Pavey

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

GR22/06/1 TO ELECT A CHAIRMAN OF THE GOVERNANCE REVIEW COMMITTEE FOR THE 2022/2023 MUNICIPAL YEAR

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

GR22/06/1.2 RESOLVED: that Cllr Ford is elected Chairman of the Governance Review Committee for the 2022/2023 municipal year

On a vote being taken the matter was approved unanimously.

GR22/06/2 TO APPOINT A VICE CHAIRMAN OF THE GOVERNANCE REVIEW COMMITTEE FOR THE 2022/2023 MUNICIPAL YEAR

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

GR22/06/2.2 RESOLVED: that providing she is willing that Cllr Mrs Thompson is appointed Vice Chairman of the Governance Review Committee for the 2022/2023 municipal year.

On a vote being taken the matter was approved unanimously.

GR22/06/3 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs Thompson

There were no members absent.

GR22/06/4 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.

GR22/06/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR22/06/6 PUBLIC PARTICIPATION

There were no comments from the public.

GR22/06/7 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 27TH of APRIL 2022 AND THE CHAIRMAN TO SIGN THEM

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

GR22/06/7.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 27th of May 2022 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR22/06/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

GR22/06/9 TO NOTE THE AMENDED NALC MODEL STANDING ORDERS, RECEIVE AND APPROVE THE AMENDED STANDING ORDERS AND AGREE ANY FUTURE ACTIONS

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

GR22/06/9.2 RESOLVED: to note the NALC Model Standing Orders. To recommend to Full Council that the following amendments are made to Standing Orders:

1. **Add a new 18b to read** 'The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls.
 - ii. the assessment and management of financial risks faced by the Council.
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually.

- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.'
2. **Add a new 18c to read** 'Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.'
 3. **Add a new 18d to read** '**A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**'
 4. **Add a new 18e to read** 'Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall conform with the Quotations and Tenders Policy.'
 5. **Add a new 18f to read** 'Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.'
 6. **Add a new 18g to read** '**Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**'

On a vote being taken the matter was approved unanimously.

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GR22/06/10 TO RECEIVE NALC'S LTN 87 – PROCUREMENT AND AGREE ANY FUTURE ACTIONS

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

GR22/06/10.2 RESOLVED: to note NALC's Legal Topic Note LTN 87 – Procurement and that there are no further actions required.

On a vote being taken the matter was approved unanimously.

GR22/06/11 TO RECEIVE AND APPROVE THE AMENDED GRANT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR22/06/11.2 RESOLVED: that the amended Grant Policy is received and approved with the following amendments:

- i. Page 2 – What cannot be funded? –4th bullet point - delete**
- ii. That the following general conditions are highlighted when grants are awarded:**
 - Organisations must attend the Annual Council meeting in May to provide monitoring and information on the organisation, its activities, and services and to evidence how the grant money has been spent and adherence to the conditions of the grant.**
 - Organisations must acknowledge the support of Illogan Parish Council in press releases, advertising, publicity etc.**
 - The organisation will allow Illogan Parish Council to use details of the grant award, together with any relevant photographs supplied, in newsletters and on the Council's website.**

On a vote being taken the matter was approved unanimously.

GR22/06/12 TO RECEIVE AND APPROVE THE AMENDED QUOTATIONS AND TENDERS POLICY AND AGREE ANY FUTURE ACTIONS

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

- GR22/06/12.2 RESOLVED:** to receive and approve the amended Quotations and Tenders Policy with the following amendments:
- Tenders/Quotes Not Received or Are All The Same - Add 'Complete a VAT Registration check on all contractors via www.gov.uk/check-uk-vat-number'
 - Tenders/Quotes Not Received or Are All The Same - Add 'Complete a Company check via www.gov.uk/get-information-about-a-company or via Companies House'
 - Tenders/Quotes Not Received or Are All The Same - Add 'Complete a financial check on contractors via www.gov.uk/find-out-if-a-company-is-in-financial-trouble'
 - Tenders/Quotes Not Received or Are All The Same - Add Request examples, including photographs of similar works previously completed
 - Payments – add 'Retention - Illogan Parish Council reserve the right to retain a maximum of 5% of the total cost for a period of six months for contracts exceeding £25,000.'

On a vote being taken the matter was approved unanimously.

GR22/06/13 TO RECEIVE AND APPROVE THE AMENDED GOOD GOVERNANCE POLICY AND AGREE ANY FUTURE ACTIONS

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

- GR22/06/13.2 RESOLVED:** to receive and approve the amended Good Governance Policy and that the following amendment is also made:
- Page 1 – What is Good Governance? – 1st paragraph – amend to read 'Governance is the establishment and

monitoring of policies thus enabling the Council to deliver its services and pursue its visions and objectives with the appropriate mechanisms in place to properly highlight, control, and manage the risks.'

On a vote being taken the matter was approved unanimously.

GR22/06/14 TO RECEIVE AND APPROVE THE AMENDED COMMUNITY ENGAGEMENT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR22/06/14.2 RESOLVED: to receive and approve the Community Engagement Policy.

On a vote being taken the matter was approved unanimously.

GR22/06/15 TO REVIEW THE SAFEGUARDING POLICY AND AGREE ANY FUTURE ACTIONS

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

GR22/06/15.2 RESOLVED: that the Safeguarding Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR22/06/16 TO REVIEW THE REPAIR AND MAINTENANCE OF ROADS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR22/06/16.2 RESOLVED: that the Policy for the Inspection and Repair of the Road Owned and Managed by Illogan Parish Council has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR22/06/17 TO REVIEW THE CORNISH LANGUAGE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR22/06/17.2 RESOLVED: that the Cornish Language Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR22/06/18 TO REVIEW THE WEED CONTROL POLICY AND AGREE ANY FUTURE ACTIONS

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

GR22/06/18.2 RESOLVED: that the Weed Control Policy has been reviewed and the following amendment made:

- **Page 1 – Invasive Plants – 1st sentence – amend to read ‘Invasive plants include, but are not limited to:’**

On a vote being taken the matter was approved unanimously.

GR22/06/19 TO RECEIVE AND APPROVE THE AMENDED VIOLENCE AT WORK RISK ASSESSMENT AND POLICY AND AGREE ANY FUTURE ACTIONS

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

GR22/06/19.2 RESOLVED: that the amended Violence at Work Risk Assessment is received and approved with the following amendments:

- **Page 1 – Violence includes – 1st bullet point – amend to read ‘Any form of verbal abuse (displaying behaviours that are not reasonable conduct)’**

On a vote being taken the matter was approved unanimously.

GR22/06/20 TO RECEIVE AND APPROVE THE AMENDED OLD SCHOOL CENTRE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR22/06/20.2 RESOLVED: that the amended Old School Centre Risk Assessment is received and approved with the following amendments:

- **Page 5 – last row – Hazard – amend to read ‘Infectious Diseases’**
- **Page 5 – last row – What are the risks – amend to read ‘Cross contamination through contact resulting in the potential spread of the infectious disease’**

On a vote being taken the matter was approved unanimously.

GR22/06/21 TO RECEIVE AND APPROVE THE AMENDED GENERIC LITTER PICKING EVENT RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR22/06/21.2 RESOLVED: that the amended Generic Litter Picking Event Risk Assessment is received and approved.

On a vote being taken the matter was approved unanimously.

GR22/06/22 TO REVIEW THE DISPLAY SCREEN EQUIPMENT AND POLICY AND AGREE ANY FUTURE ACTIONS

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

GR22/06/22.2 RESOLVED: that the Display Screen Equipment and Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR22/06/23 TO REVIEW THE WORK-RELATED STRESS POLICY AND RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR22/06/23.2 RESOLVED: that the Work-Related Stress Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR22/06/24 TO REVIEW THE COUNCIL OFFICE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR22/06/24.2 RESOLVED: that the Council Office Risk Assessment has been reviewed and the following amendment made:

- **Page 3 – Anti-social behaviour ... - Existing Control Measures – Last bullet point – amend to read ‘Wherever appropriate, counselling ...’**

On a vote being taken the matter was approved unanimously.

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GR22/06/25 TO REVIEW THE LEGIONELLA RISK ASSESSMENT AND HOW LEGIONELLA IS MANAGED BY THE COUNCIL AND AGREE ANY FUTURE ACTIONS

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

- GR22/06/25.2 RESOLVED:** that the Legionella Risk Assessment has been reviewed. That the Clerk highlights to Churchill Environmental Services that Illogan is a village not a town. To note that Full Council have approved quotes for the remedial works highlighted in the report to be completed. To note that Full Council have approved a quote to increase the contractor for ongoing, regular Legionella management and maintenance. That the Legionella Risk Assessment would be annually reviewed by a suitably qualified entity. To note that at present there is no-one within the Council that has undertaken Legionella training, that training would be investigated and that in the interim advice would be sought from a suitably qualified entity. That the Clerk would contact Carn Brea Parish Council and Portreath Parish Council and discuss their management arrangements for Legionella in their public toilets and meeting rooms.

On a vote being taken the matter was approved unanimously.

GR22/06/26 TO RECEIVE THE BIODIVERSITY NET GAIN POLICY AND AGREE ANY FUTURE ACTIONS

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

- GR22/06/26.2 RESOLVED:** to receive and approve the Biodiversity Net Gain Policy. That the Policy would be circulated to all members of the Planning and Environmental Services Committee.

On a vote being taken the matter was approved unanimously.

GR22/06/27 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the 27th of July 2022, 7pm in The Old School Centre, Nance Lane, Illogan

There being no further business the Chairman closed the meeting at 7.41pm.

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Signed: Chairman

Date: