

ILLOGAN PARISH COUNCIL

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

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

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

**GR22/07/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Pavey.

There were no members absent.

**GR22/07/2 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.

**GR22/07/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR22/07/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR22/07/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 22<sup>ND</sup> JUNE 2022 AND THE CHAIRMAN TO SIGN THEM**

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

**GR22/07/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 22<sup>nd</sup> June 2022 are received and approved and signed by the Chairman.**

On a vote being taken on the matter there were 2 votes FOR and 0 votes AGAINST.

**GR22/07/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

Cllr Mrs Thompson had agreed to be Vice Chairman of this Committee.

**GR22/07/7 TO REVIEW THE RISK ASSESSMENT AND MANAGEMENT SYSTEMS (RAMS), TRAINING CERTIFICATES, INSURANCES, ACCIDENT STATISTICS RECEIVED FROM CONTRACTORS AND AGREE ANY FUTURE ACTIONS**

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

- GR22/07/7.2 RESOLVED: that the Annual Contractors Questionnaires, risk assessment and associated paperwork has been received from DJM Gardening and Groundwork Solutions; Greens (Cornwall) Ltd and South West Playground Safety Inspections.**

On a vote being taken the matter was approved unanimously.

**GR22/07/8 TO RECEIVE AND APPROVE THE RISK REGISTER AND AGREE ANY FUTURE ACTIONS**

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

- GR22/07/8.2 RESOLVED: to receive and approve the Risk Register with the correction of typos and the following amendments:**
- **Page 26 – Contractors – Existing Control Measures – add 'Retention clause for large contracts'**
  - **Page 26 – Funds – Existing Control Measures – add 'Staged payments are made if required, although only completed works will be covered in each payment'**

On a vote being taken the matter was approved unanimously.

**GR22/07/9 TO REVIEW THE CHRISTMAS EVENTS RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

It was agreed to defer this item until the next meeting.

**GR22/07/10 TO REVIEW THE LONE WORKING RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR22/07/10.2 RESOLVED: that the Lone Working Risk Assessment has been reviewed and the following amendments made:**

- **That all references to manned are amended to staffed**
- **Page - Stress and mental health or wellbeing - 'What are the risks - 2<sup>nd</sup> item - amend to read 'feeling of isolation, ...'**
- **Page 5 - Cash on premises - Existing control measures - 2<sup>nd</sup> bullet point - amend to read 'Employees are briefed to hand over all ...'**

On a vote being taken the matter was approved unanimously.

**GR22/07/11 TO REVIEW THE COSHH RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR22/07/11.2 RESOLVED: that the COSHH Risk Assessment has been reviewed and the following amendments made:**

- **Page 1 - Policy Statement - 1<sup>st</sup> line - amend to read 'The Control of Substances Hazardous to Health Regulations 2002 is ...'**
- **Page 4 - Relevant Legislation - add 'Includes:' at the beginning**

On a vote being taken the matter was approved unanimously.

**GR22/07/12 TO REVIEW MARY'S WELL RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Thompson, seconded by Cllr Crabtree and

**GR22/07/12.2 RESOLVED: that the Mary's Well Risk Assessment has**

**been reviewed and the following amendments made:**

- **Page 3 – Vandalism – Existing Control Measures – 2<sup>nd</sup> bullet point – amend to read 'Vandalism is reported to the Council office, which ...'**
- **Page 3 – Vandalism – Existing Control Measures – 3<sup>rd</sup> bullet point – amend to read 'Consideration is given to the suitability of items before purchasing'**
- **Page 4 – Moving Vehicles – Existing Control Measures – add 'Hi-Viz vests are worn'**

On a vote being taken the matter was approved unanimously.

**GR22/07/13 TO REVIEW MANNINGHAM WOOD AND THE PATH TO THE CHURCHYARD RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Crabtree, seconded by Cllr Mrs Thompson and

**GR22/07/13.2 RESOLVED: that the Manningham Wood and the path to the Churchyard Risk Assessment has been reviewed and no amendments are made.**

On a vote being taken the matter was approved unanimously.

**GR22/07/14 TO REVIEW ILLOGAN PARK RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

It was agreed to defer this item until the next meeting.

**GR22/07/15 TO REVIEW THE ILLOGAN PARK FIRE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

It was agreed that the fire risk assessment for the Changing Facilities in Illogan Park would be re-done when the Office was completed.

**GR22/07/16 TO REVIEW THE FOOTPATHS RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR22/07/16.2 RESOLVED: that the Footpaths Risk Assessment has been**

**reviewed and the following amendments made:**

- **Page 5 – Anti-social behaviour ... - Existing Control Measures – delete 3<sup>rd</sup> bullet point**
- **Page 5 – Anti-social behaviour ... - Existing Control Measures – add ‘The Council does not tolerate verbal or physical abuse’**
- **Page 5 – Anti-social behaviour ... - Existing Control Measures – add ‘When appropriate counselling will be offered to the victim’**

On a vote being taken the matter was approved unanimously.

**GR22/07/17 TO REVIEW THE ROSEMULLION PARK RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR22/07/17.2 RESOLVED: that the Rosemullion Park Risk Assessment has been reviewed and the following amendments made:**

- **Page 3 – Injury/Illness from effect of chemicals ... - Existing Control Measures – delete 2<sup>nd</sup> bullet point**

On a vote being taken the matter was approved unanimously.

**GR22/07/18 TO REVIEW THE LAND AT THE END OF WOODBINE LANE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR22/07/18.2 RESOLVED: that the Land at the end of Woodbine Lane Risk Assessment has been reviewed and the following amendments made:**

- **Page 1 – Maintenance – amend to read ‘Grass and shrub maintenance – volunteers’**
- **Page 2 – Lone working – Existing Control Measures – 1<sup>st</sup> bullet point – amend to read ‘The contractors make ...’**

On a vote being taken the matter was approved unanimously.

**GR22/07/19 TO REVIEW THE PARSONAGE WELL RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR22/07/19.2 RESOLVED: that the Parsonage Well Risk Assessment has been reviewed and the following amendments made:**

- **Page 3 – Vandalism – Existing Control Measures – 2<sup>nd</sup> bullet point – amend to read 'Vandalism is reported to the Council office, which ...'**
- **Page 4 – Moving vehicles – Existing Control Measures – add 'hi-viz vests worn'**

On a vote being taken the matter was approved unanimously.

**GR22/07/20 DATE AND TIME OF NEXT MEETING**

The next meeting would be held in September 2022.

There being no further business the Chairman closed the meeting at 7.49pm.

Signed: ..... Chairman

Date: .....