

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 8<sup>th</sup> February 2023 at 10am.

PRESENT: Councillors Ford (Chairman), Mrs Thompson (Vice Chairman), Crabtree and Cllr Ms Kemp (not a member of this Committee)

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

**GR23/02/1 TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies were received; all members were present.

**GR23/02/2 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.

**GR23/02/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR23/02/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR23/02/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 27<sup>TH</sup> JULY 2022 AND THE CHAIRMAN TO SIGN THEM**

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

**GR23/02/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 27<sup>th</sup> July 2022 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR23/02/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

Members asked the Clerk to check whether the Council's hi-viz vests met the current standards.

**GR23/02/7 TO RECEIVE AND APPROVE THE DRAFT COMMUNITY ROOM HIRE POLICY AND MAKE RECOMMENDATIONS TO FULL COUNCIL**

Members discussed the community room and the hiring of it. The noise that could be created was discussed in depth. It was noted that if the use was out of the Council officers working hours there would be no issues. During the Council officers working hours a decision would need to be made on the potential levels and type of noise that would be created and whether it would be disruptive to the officers. If there were any doubts, the community room could be hired on a trial basis before any regular booking was agreed to.

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

**GR23/02/7.2 RESOLVED: to recommend to Full Council that the Draft Community Room Hire Policy is received and approved with the following amendments:**

- **Page 1 – include the following definition ‘Charitable Purposes – Raising funds for a charity and can evidence of the charitable purpose and that the donation was made’**
- **Page 2 – Costs and Deposits – 1<sup>st</sup> paragraph – 1<sup>st</sup> sentence – amend to read ‘A non-refundable deposit of £10 ...’**
- **The table of fees will be updated when Full Council agree them.**
- **Page 3 – bullet point 3 – amend to read ‘The facilities must not be left unattended. Hirers are responsible for the security of the community room for the duration of their hire’**
- **Page 3 – bullet point 7 – amend to read ‘Smoking /vaping ...’**
- **Add a new bullet point in after 8 – to read v ‘Stiletto heels are prohibited’**
- **Page 3 – bullet point 9 – amend to read ‘The serving or ...’**
- **Page 3 – bullet point 10 – include bubble and foam machines**
- **Page 3 – bullet point 11 – amend to read ‘Animals in the community room will need to be approved prior to use with the exception of guide dogs or assistance dogs’**

- **Page 3 – bullet point 12 – amend to read 'No items from the premises are to be removed for outside use without prior express approval'**
- **Page 3 – bullet point 13 – the Clerk would prepare a form to report any damages or breakages**
- **Page 3 – bullet point 15 – amend to read 'Any hazards, incidents, injuries or near misses must be reported before leaving the premises and/or at the earliest opportunity'**
- **Page 3 – bullet point 17 – move to be the first bullet point**
- **Page 4 – Hirers Contact Details – add a line to read 'Position in Organisation'**
- **Page 4 – Hirers Contact Details – add a line to read 'Charity Registration Number'**
- **Page 4 – last table – add after 1<sup>st</sup> paragraph - 'I confirm that I am authorised on behalf of my organisation to make this booking'**
- **Page 4 – add a new table at the end title 'For Office Use Only' and include date etc that the deposits and fees are received.**

**And that the Scheme of Delegation is amended to include that Council Officers are authorised on behalf of the Council to accept or reject bookings for the Community Room within the Policy guidelines, if they are unsure whether to accept or reject a booking they will consult with the Chairman and Vice Chairman of the Council.**

On a vote being taken the matter was approved unanimously.

**GR23/02/8      DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 22<sup>nd</sup> February 2023, 7pm in Illogan Parish Council Community Office, Trevelyan Road, Illogan

There being no further business the Chairman closed the meeting at 10.52am.

Signed: ..... Chairman

Date: .....