

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 22nd February 2023 at 7pm.

PRESENT: Councillors Ford (Chairman) (from point mentioned), Mrs Thompson (Vice Chairman), Crabtree, Holmes and Miss Pollock

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

GR23/02/9 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ford for late arrival.

There were no members absent.

GR23/02/10 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.

GR23/02/11 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR23/02/12 PUBLIC PARTICIPATION

There were no comments from the public.

GR23/02/13 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 8TH FEBRUARY 2023 AND THE CHAIRMAN TO SIGN THEM

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

GR23/02/13.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 8th February 2023 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.

GR23/02/14 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

GR23/02/15 TO RECEIVE AND APPROVE THE AMENDED QUOTATION AND TENDERS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/02/15.2 RESOLVED: that the amended Quotation and Tenders Policy is received and approved.

On a vote being taken the matter was approved unanimously.

GR23/02/16 TO RECEIVE AND APPROVE THE AMENDED GRANT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/02/16.2 RESOLVED: that the amended Grant Policy is received and approved with the following amendments:

- **Page 3 – Who can apply? – 2nd paragraph – amend to read ‘The Council will not consider grant applications from organisations covering multiple areas for example a head office applying for multiple branches where there is not a direct benefit to the residents of the parish of Illogan.’**
- **Page 3 – General Conditions – add a new 2nd bullet point to read ‘The Council will not grant more funding than has been requested.’**

On a vote being taken the matter was approved unanimously

GR23/02/17 TO RECEIVE AND APPROVE THE DRAFT SOCIAL MEDIA POLICY AND AGREE ANY FUTUER ACTIONS

It was proposed by Cllr Mrs Thompson, seconded by Cllr Miss Pollock and

GR23/02/17.2 RESOLVED: that the Social Media Policy is received and approved with the correction of the typos.

On a vote being taken the matter was approved unanimously

GR23/02/18 TO REVIEW THE HEALTH AND SAFETY POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/02/18.2 RESOLVED: that the Health and Safety Policy has been reviewed and the following amendments made:

- **That all references to 'Administration Assistant' and changed to 'Assistant to the Clerk'**
- **Page 2 – 2nd bullet point from top of page amend to read 'giving a high ...'**
- **Page 3 – As the Council's Safety Officer, the Clerk will: - 3rd bullet point – amend to read 'Advise the Parish Council on the resources and arrangements necessary to fulfil the Parish Council's responsibilities under the current Health and Safety at Work Act'**
- **Page 3 – As the Council's Safety Officer, the Clerk will: - 4th bullet point – amend to read 'Make effective arrangements to implement the current Health and Safety at Work Act'**
- **Page 4 – The Policy Arrangements – 1st sentence – amend to read 'Overall and final responsibility for health and safety is that of Illogan Parish Council.'**
- **Page 4 – 1st line in table – 3rd column – delete 'and subcontractors'**
- **Page 6 – Health and Safety Law Poster is displayed – 2nd column – amend to read 'In the front office'**
- **Page 6 – First Aid box ... - 2nd column – amend to read 'In the kitchen'**

On a vote being taken the matter was approved unanimously

GR23/02/19 TO REVIEW THE RISK ASSESSMENT POLICY/ARRANGEMENTS AND AGREE ANY FUTURE ACTIONS

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

GR23/02/19.2 RESOLVED: that the Risk Assessment Policy/Arrangements have been reviewed and no changes made.

On a vote being taken the matter was approved unanimously

GR23/02/20 TO REVIEW THE EMPLOYEE CONSULTATION POLICY AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Holmes, seconded by Cllr Miss Pollock and

GR23/02/20.2 RESOLVED: that the Employee Consultation Policy has been reviewed and the following amendments made:

- **Page 1 – 3rd bullet point – amend to read 'The information the Council must give its employees on the risks and dangers arising from their work, measures to reduce or remove these risks and what employees should do if they are exposed to a risk or have any concerns or ideas for improvements'**

On a vote being taken the matter was approved unanimously

GR23/02/21 TO REVIEW THE WORK-RELATED DRIVING POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/02/21.2 RESOLVED: that the Work Related Driving Policy has been reviewed and no changes made.

On a vote being taken the matter was approved unanimously

GR23/02/22 TO REVIEW THE HEALTH AND SAFETY TRAINING POLICY AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Miss Pollock, seconded by Cllr Holmes and

GR23/02/22.2 RESOLVED: that the Health and Safety Training Policy has been reviewed and the following amendments made:

- **Page 1 – Effective training – 2nd bullet point – amend to read 'Will help ...'**
- **Page 1 – Effective training – 3rd bullet point – amend to read 'Will help...'**
- **Page 1 – last paragraph – amend to read 'Training will usually take place during working hours; although some**

may be held out of an employee's usual working hours. The training course ...'

On a vote being taken the matter was approved unanimously

GR23/02/23 TO REVIEW THE MANAGEMENT OF CONTRACTORS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/02/23.2 RESOLVED: that the Management of Contractors Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously

GR23/02/24 TO REVIEW THE FIRST AID POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/02/24.2 RESOLVED: that the Clerk would investigate a suitable first aid training course for Officers and Councillors. That the First Aid Policy has been reviewed and the following amendment made:

- **Page 1 – 1st bullet point – amend to read 'A suitable stocked and checked ...'**

On a vote being taken the matter was approved unanimously

GR23/02/25 TO REVIEW THE WORK EQUIPMENT POLICY AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Mrs Thomspson, seconded by Cllr Miss Pollock and

GR23/02/25.2 RESOLVED: that the Work Equipment Policy has been reviewed and no changes made.

On a vote being taken the matter was approved unanimously

GR23/02/26 TO REVIEW THE WORK AT HEIGHT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/02/26.2 RESOLVED: that the Work at Height Policy has been reviewed and no changes made.

On a vote being taken the matter was approved unanimously

Cllr Ford entered the meeting at 7.25pm.

GR23/02/27 TO REVIEW THE MANUAL HANDLING POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/02/27.2 RESOLVED: that the Manual Handling Policy has been reviewed and the following amendments made:

- **Page 1 – 1st paragraph – delete 2nd sentence**
- **Page 3 – 2nd bullet point – amend to read 'Items should ideally be lifted from between knee and shoulder height. ...'**

On a vote being taken the matter was approved unanimously

GR23/02/28 TO REVIEW THE FIRE AND EMERGENCY PROCEDURES POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/02/28.2 RESOLVED: that the Clerk would confirm with the New Inn Titans and Illogan Park Rugby Club the name and contact details of their appointed person. That the Fire and Emergency Procedures Policy had been reviewed and the following amendments made:

- **Page 1 – Procedure – 2nd bullet point – amend to read 'The Clerk will inform the Governance Review Committee ...'**

On a vote being taken the matter was approved unanimously

GR23/02/29 TO REVIEW THE TREE SAFETY POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/02/29.2 RESOLVED: that the Tree Safety Policy has been reviewed and the following amendments made:

- **Page 2 – Inspection Regime – 1st paragraph - amend to read 'There will be a detailed inspection completed every 15 months, to allow the trees to be inspected during different seasons.'**

On a vote being taken the matter was approved unanimously

GR23/02/30 TO REVIEW THE ELECTRICAL EQUIPMENT AND PLANT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/02/30.2 RESOLVED: that the Electrical Equipment and Plant Policy has been reviewed and the following amendments made:

- **Page 1 – Policy Statement – 1st paragraph - amend to read 'Illogan Parish Council acknowledges that working with electrical equipment can be hazardous and aims wherever possible to eliminate ...'**

On a vote being taken the matter was approved unanimously

GR23/02/31 TO REVIEW THE REPORTING OF ACCIDENTS AND INCIDENTS POLICY AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Miss Pollock, seconded by Cllr Ford and

GR23/02/31.2 RESOLVED: that the Reporting of Accidents and Incidents Policy has been reviewed and no changes made.

On a vote being taken the matter was approved unanimously

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GR23/02/32 TO REVIEW THE ASBESTOS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/02/32.2 RESOLVED: that the Asbestos Policy has been reviewed and no changes made.

On a vote being taken the matter was approved unanimously

GR23/02/33 TO REVIEW THE NOISE POLICY AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Miss Pollock, seconded by Cllr Holmes and

GR23/02/33.2 RESOLVED: that the Noise Policy has been reviewed and no changes made.

On a vote being taken the matter was approved unanimously

GR23/02/34 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 22nd March 2023, 7pm in the Illogan Parish Council Community Office.

There being no further business the Chairman closed the meeting at 7.34pm.

Signed: Chairman

Date: