

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 28th June 2023 at 7pm.

PRESENT: Councillors Ford (Chairman), Mrs Thompson (Vice Chairman), Crabtree, Cullimore (not a member of this Committee), Ekinsmyth (not a member of this Committee), Holmes, and Miss Pollock

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

GR23/06/1 TO ELECT A CHAIRMAN OF THE GOVERNANCE REVIEW COMMITTEE FOR THE 2023/2024 MUNICIPAL YEAR

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

GR23/06/1.2 RESOLVED: to elect Cllr Ford as Chairman of the Governance Review Committee for the 2023/2024 municipal year.

On a vote being taken the matter was approved unanimously.

GR23/06/2 TO APPOINT A VICE CHAIRMAN OF THE GOVERNANCE REVIEW COMMITTEE FOR THE 2023/2024 MUNICIPAL YEAR

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

GR23/06/2.2 RESOLVED: to appoint Cllr Mrs Thompson as Vice Chairman of the Governance Review Committee for the 2023/2024 municipal year.

On a vote being taken the matter was approved unanimously.

GR23/06/3 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Miss Kelly.

There were no members absent.

GR23/06/4 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.

GR23/06/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR23/06/6 PUBLIC PARTICIPATION

There were no comments from the public.

GR23/06/7 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 22ND MARCH 2023 AND THE CHAIRMAN TO SIGN THEM

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

GR23/06/7.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 22nd March 2023 are received and approved with the correction of the typo on page 292 and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR23/06/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

GR23/06/9 TO REVIEW THE FINANCIAL REGULATIONS AND AGREE ANY FUTURE ACTIONS

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

GR23/06/9.2 RESOLVED: to recommend to Full Council that the following amendments are made to the Financial Regulations:

- That all of the acronyms 'RFO' are extended to read 'Responsible Financial Officer'.
- Page 3 – 1.16 – 2nd bullet point – amend to read 'Approve any grant or a single commitment in excess of £10,000.'
- Page 4 – 2.6 – 3rd bullet point – amend to read 'Demonstrate competence ...'
- Page 5 – 3.1 – 1st bullet point – amend to read 'The Responsible Financial Officer must each year, by no later than the end of October ...'
- Page 5 – 4.1 i – amend to read 'Full Council for all items over £10,000.'
- Page 5 – 4.1 ii – amend to read 'a duly delegated Committee of the Council for items between £1,000 and £9,999.'

- **Page 5 – 4.1 iii – amend to read ‘the Clerk, in conjunction with the Chair of Council or Chair of the appropriate Committee, for any items below £1,000.’**
- **Page 5 – 4.1 iv – amend to read ‘the Clerk for any items below £1,000, where a regular contractor is appointed to complete handyman/play equipment maintenance and safety works or for training and conferences.’**
- **Page 6 – 4.4 – amend to read ‘The salary budgets are to be reviewed at least annually by the end of September for the following financial year and such review shall be evidenced by signed minutes of the Council or relevant Committee.’**
- **Page 6 – 4.9 – amend to read ‘The Responsible Financial Officer shall regularly, provide the Council with a statement of receipts and payments to date under each head of the budget, comparing actual expenditure to the appropriate date against the planned as shown in the budget. These statements are to be prepared annually and ...’**
- **Page 8 – 6.4 – amend to read ‘Cheques or orders for payment drawn on the bank in accordance with the schedule as presented to Council shall be signed by two Members of Council, and countersigned by the Clerk, in accordance with a resolution instructing that payment.’**
- **Page 8 – 6.5 – amend to read ‘Cheques or orders for payment shall not normally be presented for signature other than at a Full Council meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Full Council at the next convenient meeting for ratification.’**
- **Page 8 – 6.8 – amend to read ‘If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise**

- evidenced, by two authorised bank signatories, are retained and any payments are reported to the Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council annually.'
- Page 9 – 6.10 – the Clerk would seek advice from NCi Technologies on computer login passwords etc and the best way to enable access if required and she would report to Full Council.
 - That all references to 'Administration Assistant' are amended to 'Assistant to the Clerk'.
 - Page 9 – 6.16 – amend to read 'Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and Assistant to the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of Members or staff shall not usually be used under any circumstances.'
 - Page 9 – 6.17 – amend to read 'The Council will not maintain any form of cash float once the current balance has reached zero (£0). All cash received, over £50 must ...'
 - Page 10 – 8.4 – amend to read 'The Councils Investment Strategy and Policy will be to transfer funds to the CCLA Public Sector Deposit Fund leaving a maximum of £85,000 in the current account. The Strategy and Policy shall be reviewed by Full Council at least annually.'
 - Page 11 – 9.3 – amend to read 'The Council will review all fees and charges annually, following a report from the Clerk.'
 - Page 11 – 9.5 – amend to read ' All cash sums in excess of £50.00 received on behalf of the Council shall be banked intact as directed by the Responsible Financial Officer. Cash sums below £50.00 shall ...'
 - Page 13 – 11.2 – amend to read 'Where it is intended to enter into a contract exceeding £10,000 in value...'

- **Page 13 – 11.6 – amend to read ‘If less than three tenders are received for contracts above £10,000 or ...’**
- **Page 13 – 11.8 - amend to read ‘When it is to enter into a contract less than £10,000 in value ...’**
- **Page 13 – 11.8 a – amend to read ‘The Clerk or Responsible Financial Officer shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £10,000 and ...’**

On a vote being taken the matter was approved unanimously.

GR23/06/10 TO REVIEW STANDING ORDERS AND AGREE ANY FUTURE ACTIONS

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

GR23/06/10.2 RESOLVED: to recommend to Full Council that the following amendments are made to the Standing Orders:

- **Page 6 – 1t – amend to read ‘Excluding motions moved under Standing Order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion avoiding repetition. Shall be precise, concise and shall not exceed 5 minutes at the discretion of the Chairman of the meeting.’**
- **Page 7 – 3a – amend non-bold text to read ‘Meetings shall be held in Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG at 7.00pm, unless the Council otherwise decides at a previous meeting.’**
- **Page 7 – 3f – delete and review in 6 months.**
- **Page 7 – 3 g – delete and review in 6 months.**
- **Page – 11 – 5d – last sentence - amend to read ‘The monthly meetings will be held every 3rd Wednesday of the Month excepting December when the meeting may be**

held on the 2nd Wednesday of the month.'

- Page 11 – 5e – amend 'term' to 'year'
- Page 18 – 15 b-d – move to be included under the heading 'Ordinary Council Meetings'.
- Page 18 15b – amend to read 'The Proper Officer:'
- Page 18 – 15b i – amend to read 'Shall have ...'
- Page 18 – 15b ii – amend to read 'Where possible ...'
- Page 19 - 15b xi – delete '(if there is one)'
- Page 21 – 19c – amend to read 'The Chairman of Staffing Committee and the Chairman and Vice Chairman of the Council ...'
- Page 24 – amend title to read '24. COMMUNICATING WITH CORNWALL COUNCILLORS'

On a vote being taken the matter was approved unanimously.

GR23/06/11 TO REVIEW THE CODE OF CONDUCT AND AGREE ANY FUTURE ACTIONS

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

GR23/06/11.2 RESOLVED: that the Code of Conduct has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/06/12 TO REVIEW BUSINESS CONTINUITY PLAN AND AGREE ANY FUTURE ACTIONS

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

GR23/06/12.2 RESOLVED: that the Business Continuity Plan has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/06/13 TO REVIEW THE RISK REGISTER AND AGREE ANY FUTURE ACTIONS

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

GR23/06/13.2 RESOLVED: that further to the comments made by the

Independent Internal Auditor, the review of the Risk Register will be deferred to the next meeting to allow for the inclusion of a risk scoring matrix.

On a vote being taken the matter was approved unanimously.

GR23/06/14 TO REVIEW DEALING WITH REQUESTS FOR MAINTENANCE AND AGREE ANY FUTURE ACTIONS

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

GR23/06/14.2 RESOLVED: that the process for Dealing with Requests for Maintenance has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/06/15 TO REVIEW THE REPAIR AND MAINTENANCE OF ROADS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/06/15.2 RESOLVED: that the Repair and Maintenance of Roads Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/06/16 TO REVIEW THE USE OF OPEN SPACES POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/06/16.2 RESOLVED: that the Use of Open Spaces (Owned or Managed by Illogan Parish Council) for Events Policy has been reviewed and the following amendments made:

- **Page 1 – Activities that are not permitted – delete 1st bullet point**
- **Page 2 – Fees – 1st paragraph - amend to read 'A non-refundable deposit will be required to secure bookings. A refundable damage deposit will also be required.'**

On a vote being taken the matter was approved unanimously.

GR23/06/17 TO REVIEW THE BUDGET SETTING PROCESS AND AGREE ANY FUTURE ACTIONS

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

GR23/06/17.2 RESOLVED: that the Budget Setting Process has been reviewed and that all acronyms 'RFO' are extended to read 'Responsible Financial Officer'.

On a vote being taken the matter was approved unanimously.

GR23/06/18 TO REVIEW THE PLANNING PROCESS AND AGREE ANY FUTURE ACTIONS

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

GR23/06/18.2 RESOLVED: that the Planning Process has been reviewed and the following amendments made:

- **Page 1 – 1st paragraph – 4th sentence – amend to read 'Any views expressed by the Parish Council will be considered by ...'**
- **Page 1 – 1st paragraph – last sentence – amend to read 'The final decision is made by the Planning Authority, not Illogan Parish Council.'**
- **Page 1 – bullet point 2 – amend to read 'Council officers print the notification of the planning application, allocate the application with a local reference number and log the details on a spreadsheet.'**
- **Page 1 – bullet point number 3 – amend to read 'An email is sent to the planning officer requesting their initial comments on the planning application and if required requesting an extension on the deadline for our comments until the day after the next Planning and Environmental Services Committee meeting.'**
- **Page 1 – bullet point number 5 – 2nd sentence – amend to read 'The agenda is sent to Councillors, uploaded to the Council's website and put on the notice boards at least three ...'**
- **Page 1 – bullet point number 6 – 2nd sentence – amend to read 'The allocated member looks at the plans, visits the site and talks to ...'**

- **Page 1 – bullet point 6iii – amend to read ‘Conclusion- The recommendation to the Planning and Environmental Services Committee on the response the Member feels should to be sent to Cornwall Council. Including reference the Illogan Parish Neighbourhood Development Plan and any specific planning policies.’**
- **Page 2 – bullet point 6iv – amend ‘Administration Assistant’ to read ‘Assistant to the Clerk’**
- **Page 2 – bullet point 9 – amend to read ‘Members of the public are invited to attend all meetings and are encouraged to ...’**
- **Page 2 – bullet point 10 – amend to read ‘The meeting is held, the plans are displayed on screen for information and reference, the ...’**
- **Page 2 – bullet point 11 – amend to read ‘The morning after the Planning and Environmental Services Committee meeting, the Clerk or Assistant to the Clerk submits the Council’s comments on all of the planning applications considered to Cornwall Council electronically. Confirmation of the receipt of the comments is sent to the Illogan Parish Council automatically.’**
- **Page 2 – What Next? – bullet point 1 – amend to read ‘In most cases ...’**
- **Page 3 – bullet a – delete**
- **Page 3 – bullet c – amend to read ‘ If the deadline does not enable the correspondence to be taken to a meeting of the Planning and Environmental Services Committee, the Clerk or Assistant to the Clerk emails all members of the Committee asking which option they choose, the response sent to Cornwall Council will be the option chosen by the majority. The decision will be ratified during the next meeting of the Planning and Environmental Services Committee.’**

On a vote being taken the matter was approved unanimously.

GR23/06/19 TO REVIEW THE CO-OPTION PROTOCOL AND AGREE ANY FUTURE ACTIONS

Members discussed the current Co-Option Protocol and the processes followed by Carn Brea and Portreath Parish Councils. It was felt that the current protocol was deterring people from putting their names forward to fill vacancies. Many different options for co-option were discussed.

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

- GR23/06/19.2 RESOLVED: that Co-Option Protocol is re-written; that the co-option process would involve about 3 Councillors and the Clerk meeting with applicants for co-option for a coffee and a chat. The applicants would be invited to the Full Council meeting, where they would be asked a few questions by Councillors. The Councillors who had met the applicants for coffee would report to Full Council and the Full Council would resolve and vote on co-opting the applicants to fill the vacancies.**

On a vote being taken the matter was approved unanimously.

GR23/06/20 TO REVIEW THE COUNCILLORS EXPENSES POLICY AND AGREE ANY FUTURE ACTIONS

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

- GR23/06/20.2 RESOLVED: that the Councillors Expenses Policy has been reviewed and the following amendments made:**
- **Page 1 – Allowable Expenses – 2nd paragraph – amend to read ‘Councillors should travel by the most cost-effective mode of transport, considering journey ...’**
 - **Page 2 – Procedure For Making An Expenses Claim – bullet number 5 – amend to read ‘A faster payment will be made to the Councillor’**

On a vote being taken the matter was approved unanimously.

GR23/06/21 TO REVIEW THE SCHEME OF DELEGATION AND AGREE ANY FUTURE ACTIONS

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

GR23/06/21.2 RESOLVED: that the Scheme of Delegation has been reviewed and the following amendments made:

- **Page 1 – 2nd sentence – amend to read 'With some exceptions, the ...'**
- **Page 1 – 2nd paragraph - amend to read 'The aim of this document is to clarify the way ...'**
- **Page 1 – Full Council – 1st paragraph - amend to read 'There are certain functions that cannot be delegated and therefore have to be dealt with by the Full Council; although a committee may make recommendations for the Council's consideration.'**
- **Page 1 – Full Council – 2nd paragraph – amend to read 'Items that must be dealt ...'**
- **Page 1 – Full Council – add a new bullet point to read 'Approving accounting statements'**
- **Page 1 – Full Council – 7th bullet point – amend to read ' Incurring revenue and capital expenditure over £10,000'**
- **Page 2 – 3rd bullet – amend to read 'Approval, by resolution, before payment of any grant or single commitment in excess of £10,000.00'**
- **Page 2 – 9th bullet – amend 'Administration Assistant' to 'Assistant to the Clerk'**
- **That the acronyms 'RFO' are extended to read 'Responsible Financial Officer'**
- **Page 4 – 3rd bullet point – amend to read 'Spend money from budget headings under that Committee's remit up to a maximum of £10,000.00; expenditure exceeding £10,000.00 must ...'**

On a vote being taken the matter was approved unanimously.

GR23/06/22 TO REVIEW THE RETENTION OF DOCUMENTS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/06/22.2 RESOLVED: that the Retention of Documents Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/06/23 TO REVIEW THE CODE OF PRACTICE FOR HANDLING COMPLAINS AND AGREE ANY FUTURE ACTIONS

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

GR23/06/23.2 RESOLVED: that the Complaints Procedure has been reviewed and the following amendments made:

- **Page 1 – Introduction – 1st paragraph - delete 2nd sentence**
- **Page 1 - Introduction – delete 3rd paragraph**
- **Page 1 – 1st bullet – amend to read ‘Complaints must be made in writing using the attached form’**
- **Page 1 – delete 4th and 5th bullet points**
- **Page 1 – change the title from ‘Insurance’ to ‘Advice’**
- **Page 1 – Advice – 1st paragraph – amend to read ‘Occasionally it may be necessary to notify the Council’s insurers of a complaint or to seek legal advice, for example if the complainant seeks redress for personal injury, damage to property, other financial loss or where the Council is at risk of being held liable in law to pay damages or provide a legal remedy. In such circumstances the Council will be advised by its insurers or legal representatives as to how to proceed and deal with the complaint. If insurance or legal advice is sought, the Council will aim to conclude the complaint with 3 months as per this procedure. However, it reserves the right to extend the time frame if necessary. If timescales need to be altered, the**

- complainant will be contacted with an explanation of the amendments and the reasoning for it.'**
- **Page 2 – Whether the complaints procedure is appropriate – first line of table – amend to Type of Conduct to read 'Alleged Financial irregularity'; and Refer to' to read 'Local elector's statutory right to object Council's audit of accounts (s.27 (1) of the Local Audit and Accountability Act 2014).'**
 - **Page 2 – Whether the complaints procedure is appropriate – second line of table – amend to Type of Conduct to read 'Alleged Criminal activity'**
 - **Page 2 – Whether the complaints procedure is appropriate – third line of table – amend to Type of Conduct to read 'Members' conduct alleged to breach the code of conduct adopted by the council.' and Refer to' to read 'The district or the unitary council (which includes a London borough council) is responsible for handling complaints that related to a member's failure to comply with the council's code of conduct'**
 - **Page 2 – Whether the complaints procedure is appropriate – delete fourth line of table**
 - **Page 2 – Members and Staff – 1st paragraph – amend 1st sentence to read 'This Complaints Procedure is not a means of redress for members of staff.'**
 - **Page 3 – Confidentiality – delete last paragraph**
 - **Page 3 – change title from 'How to make a complaint' to 'Making a Complaint'**
 - **Page 3 – Making a complaint – amend to read 'All formal complaints against the Council must be made in writing by completing the attached form and marked for the attention of The Clerk (if the complaint is about the Clerk mark it for the attention of the Chairman of the Governance Review Committee). Complaint forms can be submitted either by**

email or post to the addresses below:

Email:

enquiries@illoganparishcouncil.gov.uk

Post – Illogan Parish Council
Community Office, Trevelyan Road,
Illogan, Redruth, Cornwall, TR16
4RG.

- Page 3 – delete title 'What happens once a complaint has been submitted'
- Page 3 – Making a complaint – 3rd paragraph – amend to read 'Once a complaint has been received:'
- Page 3 - Making a complaint – bullet point 1 – amend to read ' The Clerk or Chairman of the Governance Review Committee will contact you within 7 working days to acknowledge receipt of the complaint, confirm confidentiality and explain the next steps. (Please allow 3 working days for complaints sent in first class post to reach the Council Office.). Please note that if your preferred method of contact is telephone, a follow up letter summarising what was agreed will be sent in the post for future reference.'
- Page 3 – bullet point 2 – amend to read 'A meeting of the Governance Review Committee will be called to deal with the complaint and appoint members to investigate and collate evidence.'
- Page 4 – bullet point 3 – amend to read 'Complaints will be investigated in a timely manner and usually within 30 working days of receipt.'
- Page 4 – bullet point 4 – 1st paragraph - amend to read 'The Clerk or Chairman of the Governance Review Committee will contact you to provide you with an opportunity to make verbal representations to the Governance Review Committee. They will inform you of the meeting procedure, date, time, and venue for the meeting. Please note it is not mandatory to provide verbal representations and you are free to decline to do so.'
- Page 4 – Verbal representations ... - delete 1st paragraph and replace with

'A Governance Review Committee meeting will follow the following procedure:'

- **Page 5 – bullet point 1 – amend to read 'Contact you within 7 working days to acknowledge receipt of the appeal, confirm who has been appointed to the appeal panel and whether the appeal will be treated confidentially and explain the next steps. (Please allow 3 working days for complaints sent in first class post to reach the Council Office.). Please note that if your preferred method of contact is telephone, a follow up letter summarising what was agreed will be sent in the post for future reference.'**
- **Page 5 – bullet point 2 i – amend to read 'The details of the ...'**
- **Page 5 – bullet point 4 - amend to read ' The Clerk or a member appointed to deal with the appeal will contact you to:'**
- **Page 5 – bullet point 4 i - amend to read ' Request any new information or other evidence.'**
- **Page 5 – bullet point 4 ii - amend to read ' Provide you with any new information or evidence.'**
- **Page 12 – 1st paragraph – amend to read ' Please provide details of your main concerns, including relevant events, that led ...'**
- **That the Councils address is updated.**

On a vote being taken the matter was approved unanimously.

GR23/06/24 TO REVIEW THE PRESS/MEDIA POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/06/24.2 RESOLVED: that the Press/Media Policy has been reviewed and the following amendments made:

- **Page 1 – Introduction – 1st paragraph – 1st sentence – amend to read 'The purpose of this Policy is to define the roles and responsibilities within Illogan Parish Council for working**

- with the press and media and the day-to-day ...'**
- **Page 1 – Introduction – 2nd paragraph – 1st sentence – amend to read 'It is not the intention of this Policy to curb the freedom of speech, to enforce strict rules or regulations.'**
 - **Page 1 – Introduction – 3rd paragraph – 1st sentence – amend to read 'This policy does not seek to be comprehensive but sets out to provide guidance on how to deal with news ...'**
 - **Page 1 – Key aims – 1st paragraph – 2nd sentence – amend to read 'Two-way dialogue ...'**
 - **Page 1 – Key aims – 2nd paragraph – 2nd sentence - amend to read ' The media – press, radio, TV, internet – are crucially important in conveying information to and from the ...'**
 - **Page 1 – Key aims – 2nd paragraph – 3rd sentence – amend to read 'Therefore, the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for policies and priorities.'**
 - **Page 2 – Key aims – add a bullet point to read 'Be consistent'**
 - **Page 3 – 1st bullet point – 3rd sentence – amend to read 'It is acceptable for local authority publicity to correct erroneous material which has been published by other parties, even though the material ...'**
 - **Page 3 – bullet point xi – amend to read 'There are several personal privacy ...'**
 - **Page 4 – Contact with the media – bullet point ii – amend to read ' Other Members of the Parish Council and employees who identify a media opportunity should refer to the Press Office to ensure ...'**
 - **Page 5 – Attendance of Media at Council or Committee Meetings – bullet point iii – amend to read 'The media are encouraged to attend**

Council and Committee meetings and seating and workspace is available for their use.'

- **Page 5 – Press Releases – bullet point ii – amend to read 'Any Officer or Member may draft a press release, however they must all be issued by the Clerk following agreement by the Council or relevant Committee to ensure ...'**
- **Page 5 – Cost Effectiveness – bullet point i – amend to read 'In relation to all publicity, the Council should be able to confirm that consideration has been given to the value for money that is being achieved, including considering any ...'**

On a vote being taken the matter was approved unanimously.

GR23/06/25 TO REVIEW THE EMAIL ETIQUETTE AND AGREE ANY FUTURE ACTIONS

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

GR23/06/25.2 RESOLVED: that the Email Etiquette has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/06/26 TO REVIEW THE GRANT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/06/26.2 RESOLVED: that the Grant Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/06/27 TO REVIEW THE COMMUNITY ENGAGEMENT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/06/27.2 RESOLVED: that the Community Engagement Policy has been reviewed and the following amendments made:

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- **Page 1 – delete the sections titled 'What is Community Engagement?' and 'Briefing the Community'**
- **Typos and grammatical errors are corrected.**

On a vote being taken the matter was approved unanimously.

GR23/06/28 TO REVIEW THE GOOD GOVERNANCE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/06/28.2 RESOLVED: that the Good Governance Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/06/29 TO REVIEW THE ANNUAL APPRAISAL PROTOCOL AND AGREE ANY FUTURE ACTIONS

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

GR23/06/29.2 RESOLVED: that the Annual Appraisal Protocol has been reviewed and the following amendments made:

- **Page 1 – 2nd paragraph – 2nd sentence – amend to read 'The Clerk's annual appraisal will be completed by the Chairman and Vice Chairman of the Council ...'**

On a vote being taken the matter was approved unanimously.

GR23/06/30 DATE AND TIME OF NEXT MEETING

The next meetings would be held on the 26th July 2023 and the 27th September 2023, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.37pm.

Signed: Chairman

Date: