

ILLOGAN PARISH COUNCIL

Minutes of the Committees Task and Finish Group held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Thursday 13th July 2023 at 10am.

PRESENT: Councillors Gary Cullimore, Graham Ford, and Mrs Maggie Thompson

ALSO PRESENT: Mrs S Rimell, Clerk; and Miss E James, Assistant to the Clerk

The Chairman explained the safety procedures.

It was proposed by Cllr Cullimore, seconded by Cllr Mrs Thompson and:

CTFG23/07/0.2 RESOLVED that Cllr Ford would Chair this meeting of the Committees Task and Finish Group.

On a vote being taken the matter was approved unanimously.

CTFG23/07/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Crabtree and Ms Kemp

There were no members absent.

CTFG23/07/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25

There were no interests declared.

CTFG23/07/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

CTFG23/07/4 PUBLIC PARTICIPATION (MAXIMUM OF 15 MINUTES – EVERY SPEAKER A LIMIT OF 3 MINUTES UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

CTFG23/07/5 TO REVIEW THE COUNCILS STANDING COMMITTEES, INCLUDING THE NUMBER OF COMMITTEES, THE NAMES OF COMMITTEES, THE NUMBER OF COUNCILLORS ON THE COMMITTEES, AGREE ANY FUTURE ACTIONS AND ANY RECOMMENDATIONS TO FULL COUNCIL

It was noted that the less committees there were the longer the meetings were likely to be. The more committees there were although there would be more meetings, they were likely to be shorter in length.

It was agreed that the Clerk would draft the suggested amendments and they would be considered at the next meeting of the Committees Task and Finish Group before recommending to Full Council.

It was agreed to recommend that Full Council meetings should be held bi-monthly. That the necessary documents would be amended to allow for payments to be made on the non-meeting month and then ratified at the Full Council meeting.

It was agreed, subject to confirmation at the next Task and Finish Group meeting that the Standing Committees would be:

- Climate, Environment and Planning Committee
- Community Events Committee
- Finance, Resources and Projects Committee
- Governance Review Committee
- Staffing Committee

CTFG23/07/6

**TO RECOMMEND TERMS OF REFERENCE FOR THE COUNCILS
STANDING COMMITTEES INCLUDING WHETHER THERE ARE ANY
SPECIFIC REQUIREMENTS FOR MEMBERSHIP OF THE COMMITTEES,
AGREE ANY FUTURE ACTIONS AND ANY RECOMMENDATIONS TO
FULL COUNCIL**

It was agreed, subject to confirmation at the next Task and Finish Group meeting that the Terms of Reference for Standing Committees would be as follows:

- **Climate, Environment and Planning Committee**

That the Climate, Environment and Planning Committee would include responsibility for Illogan Park.

Planning applications should be considered at the end of the agenda.

Agenda items should be included on the agenda in the order of the Committee name.

- **Community Events Committee**

That the Community Events Committee Terms of Reference are amended as follows:

Scope – delete 2nd paragraph

Governance – last paragraph – 1st sentence – amend to read 'There must be a minimum of three Illogan Parish Councillors present at a meeting for any financial ...'

Resources – the budgets and values are updated.

- **Finance, Resources and Projects Committee**

The Clerk would draft new Terms of Reference to merge the current Finance and resources Committee and Projects Committees Terms of Reference.

Committees would manage small projects, this Committee would manage large projects. A 5 year plan would also be created.

- **Governance Review Committee**

That a new item is added to 'Purpose' to read 'To adopt new policies and procedures as necessary.'

That the Parish Plan Review would be included in the remit for the Governance Review Committee and that the Terms of Reference would be amended appropriately.

- **Staffing Committee**

Governance – 4th line – amend to read 'There will be a maximum of 7 Councillors on this Committee.'

Include 'The membership of this Committee must be made up of a mix of genders'

It was agreed that Cllr Ford would contact NALC and ask for advice regarding the future of Neighbourhood Development Plans and where they currently stood in terms of planning and planning law.

CTFG23/07/7 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Tuesday 1st August 2023, 10am in Illogan Parish Council Community Office.

There being no further business the meeting closed at 10.58am.

Signed

Date