

ILLOGAN PARISH COUNCIL

The public is reminded that these are DRAFT minutes, which means that they are not approved at the time of publication and may be subject to amendment before final approval at the next Parish Council meeting. The agreed minutes will be uploaded once they have been agreed by the Council at the appropriate meeting.

Minutes of the Committees Task and Finish Group held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Tuesday 1st August 2023 at 10am.

PRESENT: Councillors Dave Crabtree, Cullimore, David Ekinsmyth (not a member of this Group), Graham Ford, Jobson (not a member of this Group), and Ms Sue Kemp.

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

The Chairman explained the safety procedures.

CTFG23/08/1 TO ELECT A CHAIRMAN OF THE COMMITTEES TASK AND FINISH GROUP

It was proposed by Cllr Cullimore, seconded by Cllr Crabtree and:

CTFG23/08/1.2 RESOLVED To elect Cllr Ford as Chairman of the Committees Task and Finish Group.

On a vote being taken the matter was approved unanimously.

CTFG23/08/2 TO APPOINT A VICE CHAIRMAN OF THE COMMITTEES TASK AND FINISH GROUP

It was proposed by Cllr Cullimore, seconded by Cllr Crabtree and:

CTFG23/08/2.2 RESOLVED that a Vice Chairman would not be appointed for the Committees Task and Finish Group.

On a vote being taken the matter was approved unanimously.

CTFG23/08/3 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs Thompson.

There were no members absent.

CTFG23/08/4 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.

CTFG23/08/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

CTFG23/08/6 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.

CTFG23/08/7 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE COMMITTEES TASK AND FINISH GROUP HELD ON THE 13TH JULY 2023 AND THE CHAIRMAN TO SIGN THEM

It was proposed by Cllr Ford, seconded by Cllr Cullimore and:

CTFG23/08/7.2 RESOLVED to receive and approve the minutes of the meeting of the Committee Task and Finish Group held on the 13th July 2023 and the Chairman to sign them.

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

CTFG23/08/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

The Clerk reported that the information on Neighbourhood Development Plans should be available for the next meeting.

CTFG23/08/9 TO RECEIVE THE DRAFT TERMS OF REFERENCE FOR COMMITTEES AND AGREE A RECOMMENDATION TO FULL COUNCIL

Further to a lengthy and in-depth debate:

It was proposed by Cllr Ford, seconded by Cllr Ms Kemp and:

CTFG23/08/9.2 RESOLVED that the Clerk would redraft the Terms of Reference for Committees as per following the discussion points and they would be considered at the next meeting:

Climate

- **That the Terms of Reference should be motivational, practical and deliverable.**
- **That the language used should be credible.**
- **They should include the sharing of information, advice on ways to reduce the effect on the environment such as recycling, reusing, turning heating down etc.**

- **The Terms of Reference should focus on what Illogan Parish Council can implement, and deliver in a practical, realistic way when completing projects and maintenance**

Staffing

- **That the Terms of Reference should include reference to the Chairman as the Clerk's line manager**
- **That the reference to appraisals should be amended to highlight that the responsibility for completing the appraisals is with the line managers and that the Staffing Committee review them**
- **That there should be the inclusion of regular staffing and salary reviews**
- **That the review of the Parish Plan would be moved to Finance, Resources and Projects, not Governance Review.**

On a vote being taken the matter was approved unanimously.

CTFG23/08/10 DATE AND TIME OF NEXT MEETING

The Clerk would contact members to arrange the next meeting.

There being no further business the meeting closed at 11am.

Signed

Date