

**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 Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 26<sup>th</sup> July 2023 at 7pm.

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

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

The Chairman explained the safety procedures.

**GR23/07/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Miss Kelly.

There were no members absent.

**GR23/07/2 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.

**GR23/07/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR23/07/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR23/07/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 28<sup>TH</sup> JUNE 2023 AND THE CHAIRMAN TO SIGN THEM**

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

**GR23/07/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 28<sup>th</sup> June 2023 with the correction of the typos are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR23/07/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**GR23/07/7 TO RECEIVE AND APPROVE THE AMENDED RISK REGISTER AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/7.2 RESOLVED: to receive and approve the Risk Register with the correction of the typos and the following amendment:**

- **Page 17 – Subject – 2<sup>nd</sup> box – amend to read 'Freedom of Information Request'**

On a vote being taken the matter was approved unanimously.

**GR23/07/8 TO RECEIVE AND APPROVE THE AMENDED CO-OPTION PROTOCOL AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/8.2 RESOLVED: to receive and approve the Co-Option Protocol.**

On a vote being taken the matter was approved unanimously.

**GR23/07/9 TO RECEIVE THE COUNCIL OFFICE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/9.2 RESOLVED: to receive and approve the Council Office Risk Assessment with the following amendments:**

- **Page 1 – delete 'Location'**
- **Page 1 – 1<sup>st</sup> paragraph – add 'Redruth, Cornwall'**

- **Page 1 – 2<sup>nd</sup> paragraph – amend to read 'The Office is well lit and single storey. There is one entrance to the building and two fire doors, the fire doors do not open from the outside. Much of the exterior ...'**
- **Page 1 – 3<sup>rd</sup> paragraph – delete 'provision provided'**
- **Page 1 – add 'All areas are cleaned weekly by a contractor.'**
- **Page 1 – add 'Waste is removed bi-weekly by a contractor.'**
- **Page 3 – Lone Working - Existing Control Measures – delete 'Employees have been issued with personal alarms'**
- **Page 3 – Temperature ... - Existing Control Measures – 2<sup>nd</sup> bullet point – amend to read 'Air conditioning heats and cools'**
- **Page 3 – Temperature ... - Existing Control Measures – add 'The air conditioning units are maintained and cleaned as per manufacturer's instructions'**
- **Page 4 – Anti-social behaviour ... - Existing Control Measures – 1<sup>st</sup> bullet point – amend to read 'Most Councillors / Employees carry ...'**
- **Page 4 – Medical emergency ... - Existing Control Measures - add – 'First aid kit is checked monthly to ensure it remains fully stocked and items are in date'**
- **Page 4 – Medical emergency ... - Existing Control Measures - add – 'The Clerk has completed the FAA Level 3 Award in First Aid at Work'**
- **Page 4 – Medical emergency ... - Existing Control Measures - add – 'The Assistant to the Clerk is booked to complete the FAA Level 3 Award in First Aid at Work on the 15-17 August 2023'**
- **Page 4 – Medical emergency ... - Is further action required? ... - amend to read 'Diarise renewal dates for the Clerk and Assistant to the Clerks First Aid Training – 3 years time'**

On a vote being taken the matter was approved unanimously.

**GR23/07/10 TO RECEIVE THE COUNCIL OFFICE FIRE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/10.2 RESOLVED: that the Council Office Fire Risk Assessment is received. It was noted that the following actions had been completed:**

- **The Fixed Electrical Test due in November 2027 had been entered into the diary**
- **A fire blanket had been installed in the kitchen**
- **The fire action signs have been completed with the assembly point being the car park**
- **The Assistant to the Clerk had completed Fire Warden Training and the Clerk was booked to attend the training on the 2<sup>nd</sup> October 2023**
- **Routine inspections are undertaken**
- **Periodic Fire Drill will be introduced**
- **Regular testing of the fire detection and alarm system is completed and recorded**
- **Emergency Lighting testing is diarised to be completed every 6 months**
- **The Fire Extinguishers had had maintenance completed and one had been replaced**
- **Weekly testing of fire doors are completed alongside the fire alarms**
- **A book has been set up to record regular testing**

On a vote being taken the matter was approved unanimously.

**GR23/07/11 TO RECEIVE THE CHANGING ROOMS FIRE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/11.2 RESOLVED: that the Changing Rooms Office Fire Risk Assessment is received. It was noted that the following actions had been completed:**

- **Emergency lighting had been installed**
- **The Assistant to the Clerk had completed Fire Warden Training and the Clerk was booked to attend the training on the 2<sup>nd</sup> October 2023**
- **Fire Alarm installed**
- **Add regular testing of the changing rooms to the rota**
- **Thumb locks have been installed**
- **The fire action signs have been completed with the assembly point being the car park**
- **A book has been set up to record regular testing**

On a vote being taken the matter was approved unanimously.

**GR23/07/12 TO REVIEW THE VIOLENCE AT WORK RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/12.2 RESOLVED: that the Violence at Work Risk Assessment has been reviewed and the following amendments made:**

- **Page 1 – The measures include - 2<sup>nd</sup> and 4<sup>th</sup> bullet points – change ‘Provide’ to ‘Providing’**
- **Page 1 – The measures include - 3<sup>rd</sup> bullet point – change ‘Report’ to ‘Reporting’**
- **Page 2 – 2<sup>nd</sup> bullet point - change ‘Ensure’ to ‘Ensuring’**
- **Page 2 – 3<sup>rd</sup> bullet point – amend to read ‘Reviewing and monitoring ...’**
- **Page 2 – Support following ... - 1<sup>st</sup> bullet point - amend to read ‘ If the employee has been injured ...’**
- **Page 2 – Support following – 3<sup>rd</sup> bullet point – amend to read ‘ Victim to be debriefed giving the person time to talk through the experience and to ...’**
- **Page 2 – 5<sup>th</sup> bullet point – change ‘given’ to ‘give’**
- **Page 8 – Verbal abuse ... - Existing control measures – delete 7<sup>th</sup> and 12<sup>th</sup> bullet points**

- **Page 8 – Verbal abuse ... - Existing control measures –6<sup>th</sup> bullet point – change ‘are’ to ‘is’**
- **Page 8 – Verbal abuse ... - Existing control measures – 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> bullet points – delete ‘in place’**
- **Page 8 – Verbal abuse ... - Existing control measures – 15<sup>th</sup> bullet point – amend to read ‘Employees advised to park car on the right-hand side of the car park (as you drive in) as close to the office as possible if working alone or after dusk’**
- **Page 8 – Verbal abuse ... - Is further action required? – add ‘Installation of a panic button in the Council Office’**

On a vote being taken the matter was approved unanimously.

**GR23/07/13 TO REVIEW THE WORK RELATED STRESS RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/13.2 RESOLVED: that the Work Related Stress Risk Assessment has been reviewed and the following amendments made:**

- **Page 1 – 2<sup>nd</sup> paragraph – 2<sup>nd</sup> sentence – amend to read ‘The Council is responsible for implementation and provision of resources.’**
- **Page 1 – Policy – 4<sup>th</sup> paragraph – amend to read ‘The Council will provide members of the Staffing Committee with opportunities to complete ...’**
- **Page 2 - Staffing Committee – 8<sup>th</sup> bullet point – amend to read ‘Be vigilant and offer additional support to an employee who is experiencing stress at or outside of work’**
- **Page 4 – Demand of job – Existing control measures – 5<sup>th</sup> bullet point – amend to read ‘The Council responds ...’**
- **Page 4 – Control of workload – Existing control measures – 2<sup>nd</sup> bullet point – amend to read ‘Employees are involved**

**in changes to work routine and work systems'**

- **Page 4 – Support – Existing control measures – 1<sup>st</sup> bullet point – amend to read 'Early signs of stress are identified'**
- **Page 4 – Support – Existing control measures – 2<sup>nd</sup> bullet point – amend to read 'Options for support are discussed'**
- **Page 4 – Support – Existing control measures – 3<sup>rd</sup> bullet point – change 'Increase' to 'Increased'**
- **Page 4 – Support – Existing control measures – 4<sup>th</sup> bullet point – amend to read 'Review of the workload'**
- **Page 4 – Support – Existing control measures – 5<sup>th</sup> bullet point – Change 'Phase' to 'Phased'**
- **Page 4 – Support – Existing control measures – 6<sup>th</sup> bullet point – amend to read 'Employees are encouraged to ...'**
- **Page 4 – Relationships – Existing control measures – 1<sup>st</sup> bullet point – amend to read 'A positive working culture is promoted'**
- **Page 4 – Relationships – Existing control measures – delete 2<sup>nd</sup> bullet point**
- **Page 4 – Relationships – Existing control measures – 3<sup>rd</sup> bullet point – amend to read 'Recognition and intervention when ...'**
- **Page 4 – Work role – Existing control measures – 1<sup>st</sup> bullet point – amend to read 'Work roles are ...'**
- **Page 4 – Work role – Existing control measures – 1<sup>st</sup> bullet point – amend to read 'The Council are aware ...'**
- **Page 5 – Work role – Existing control measures – 3<sup>rd</sup> bullet point – amend to read 'Employees understand ...'**
- **Page 5 – Changes within the workplace – Existing control measures – 1<sup>st</sup> bullet point – amend to read 'Discussions with employees, obtaining ...'**
- **Page 5 – Changes within the workplace – Existing control measures – 2<sup>nd</sup> bullet point – change 'Make' to 'Making'**

- **Page 5 – Changes within the workplace – Existing control measures –3<sup>rd</sup> bullet point – amend to read ‘If changes involve software / equipment, employees receive adequate training’**

On a vote being taken the matter was approved unanimously.

**GR23/07/14 TO REVIEW THE GENERIC LITTER PICKING EVENT RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/14.2 RESOLVED: that the Generic Litter Picking Event Risk Assessment has been reviewed and the following amendments made:**

- **Page 1 – 1<sup>st</sup> sentence – change ‘hosts’ to ‘organises’**

On a vote being taken the matter was approved unanimously.

**GR23/07/15 TO REVIEW THE CHRISTMAS EVENTS RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/15.2 RESOLVED: that the Christmas Events Risk Assessment has been reviewed and the following amendments made:**

- **Page 1 – 5<sup>th</sup> paragraph – 2<sup>nd</sup> sentence – amend to read ‘At all the events an introduction takes place performed by a pre-agreed person, followed by a blessing delivered by a minister of religion, ...’**
- **Page 3 – Manual handling ... - Existing control measures – 10<sup>th</sup> bullet point – amend to read ‘When removing trees, they are cut into reasonably manageable pieces.’**
- **Page 3 – Manual handling ... - Existing control measures – add ‘The lorry positioned as near as possible to the site of the tree’**



- **Page 4 – Working at height – Existing control measures – 4<sup>th</sup> bullet point – amend to read ‘Ladders and step ladders are not used unless absolutely necessary’**
- **Page 6 – Injury from electrocution – Existing control measures – delete 6<sup>th</sup> bullet point**
- **Page 10 – Malicious removal ... - Existing control measures – 3<sup>rd</sup> bullet point – amend to read ‘Details of all road closures are published on the Councils website, social media and ...’**
- **Page 10 – Malicious removal ... - Existing control measures – delete 4<sup>th</sup> bullet point**
- **Page 13 – Medical emergency – 2<sup>nd</sup> bullet point – amend to read ‘Devon and Cornwall Fire Service provide first aid cover for the Tolvaddon event’**
- **Page 12 – Children – Existing control measures – 8<sup>th</sup> bullet point – amend to read ‘Children and Santa are not left alone, there is another person ...’**
- **Page 13 – Children – delete last bullet point**
- **Page 14 – Fire – Existing control measures – delete last bullet point**
- **Page 16 – Tolvaddon – amend to read ‘The event is held in Tolvaddon Fire Station.’**

On a vote being taken the matter was approved unanimously.

**GR23/07/16 TO REVIEW THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/16.2 RESOLVED: that the Control of Substance Hazardous to Health Risk Assessment has been reviewed and no changes made.**

On a vote being taken the matter was approved unanimously.

**GR23/07/17 TO REVIEW THE MARY’S WELL RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/17.2 RESOLVED:** that the Mary's Well Risk Assessment has been reviewed and the following amendments made:

- Page 1 – 3<sup>rd</sup> paragraph – amend to read 'Illogan Parish Council completes maintenance at Mary's Well; this could include maintaining ...'
- Page 2 – Lone working – Existing control measures – 2<sup>nd</sup> bullet point – amend to read 'Contractors and employees carry mobile ...'
- That Cllrs is amended to read Councillors

On a vote being taken the matter was approved unanimously.

**GR23/07/18 TO REVIEW THE ILLOGAN PARK RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/18.2 RESOLVED:** that the Illogan Park Risk Assessment has been reviewed and the following amendments made:

- Page 1 – Location – amend to read 'Illogan Park is situated between Paynters Lane End and Park Bottom. There is Illogan Parish Council Community Office, a rugby pitch, football pitch, changing facilities, public conveniences, children's ...'
- Page 1 – Maintenance – Visual Play Inspections – add Assistant to the Clerk
- Page 1 – Maintenance – Play Equipment Maintenance – amend to read 'DJM Gardening and Groundworks Solutions or another suitable contractor'
- Page 1 – Maintenance – add 'There are members of the public who arrange to meet in Illogan Park to complete gardening tasks as volunteers to the Council.'

- **Page 2 – Injury from manual handling ... - Who is at risk? – add 'Volunteers'**
- **Page 3 – Injury/illness from effect of chemicals – Existing control measures – add 'Volunteers do not use chemicals'**
- **Page 3 – Lone Working – Who is at risk? – add 'Volunteers'**
- **Page 3 – Lone working – Existing control measures – 1<sup>st</sup> bullet point – amend to read 'Contractors, employees, Councillors and volunteers make another person aware of where they will be working and the time, they expect to ...'**
- **Page 3 – Lone working – Existing control measures – 2<sup>nd</sup> bullet point – amend to read 'Contractors / Councillors / Employees / Volunteers carry'**
- **Page 3 – Anti social behaviour – Existing control measures – 1<sup>st</sup> bullet point – amend to read 'Contractors / Councillors / Employees / Volunteers carry ...'**
- **Page 4 – Anti social behaviour – Who is at risk? – add 'Volunteers'**
- **Page 4 - Anti social behaviour – Existing control measures – add 'CCTV covers the buildings and part of the Park.'**
- **Page 4 – Medical emergency – Who is at risk? – add 'Volunteers'**
- **Page 4 – Medical emergency – Existing control measures – add 'When Parish Council office is open, there is access to a first aid kit and the Clerk is trained in first aid (the Assistant to the Clerk will be from 17<sup>th</sup> August 2023)'**
- **Page 5 – Goal posts – Existing control measures – delete 4<sup>th</sup> and 5<sup>th</sup> bullet points**
- **Page 7 – Slips, trips and falls – Who is at risk? – add 'Volunteers'**
- **Page 8 – Anti social behaviour, Dog waste, Dangers from vegetation, and Adverse weather – Who is at risk? – add 'Volunteers'**
- **Page 9 – Work equipment – Who is at risk? – add 'Volunteers'**

- **Page 9 - Work equipment – Existing control measures – add ‘Volunteers only use hand tools’**

On a vote being taken the matter was approved unanimously.

**GR23/07/19 TO REVIEW THE FOOTPATHS RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/19.2 RESOLVED: that the Footpaths Risk Assessment has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR23/07/20 TO REVIEW THE ROSEMULLION PARK RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/20.2 RESOLVED: that the Rosemullion Park Risk Assessment has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR23/07/21 TO REVIEW THE LAND AT THE END OF WOODBINE LANE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/21.2 RESOLVED: that the Land at the End of Woodbine Lane Risk Assessment has been reviewed and the following amendments made:**

- **Page 1 – Location – 2<sup>nd</sup> sentence – amend to read ‘The area is mown by ...’**
- **The Clerk would check the freehold status of the land and report back**

On a vote being taken the matter was approved unanimously.

**GR23/07/22 TO REVIEW THE PARSONAGE WELL RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR23/07/22.2 RESOLVED:** that the Parsonage Well Risk Assessment has been reviewed and the following amendments made:

- **Page 2 – Lone working – 2<sup>nd</sup> bullet point – amend to read ‘Contractors carry mobile phones at all times with good battery life’**

On a vote being taken the matter was approved unanimously.

**GR23/07/23 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on the 27<sup>th</sup> September 2023, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 7.50pm.

Signed: ..... Chairman

Date: .....

DRAFT