

ILLOGAN PARISH COUNCIL

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

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

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

The Chairman explained the safety procedures.

**GR23/09/1 TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies received.

There were no members absent.

**GR23/09/2 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.

**GR23/09/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR23/09/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR23/09/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 26<sup>TH</sup> JULY 2023 AND THE CHAIRMAN TO SIGN THEM**

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

**GR23/03/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 26<sup>th</sup> July 2023 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR23/09/6            MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**GR23/09/7            TO REVIEW THE RISK ASSESSMENT AND MANAGEMENT SYSTEMS (RAMS), TRAINING CERTIFICATES, INSURANCES, ACCIDENT STATISTICS RECEIVED FROM REGULAR CONTRACTORS AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/7.2        RESOLVED:            that the Risk Assessment and Management Systems (RAMS), Training Certificates, Insurances and Accident Statistics from regular contractors are noted.**

On a vote being taken the matter was approved unanimously.

**GR23/09/8            TO REVIEW THE DATA BREACH PROCEDURE AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/8.2        RESOLVED:            that the Data Breach Procedure has been reviewed and the following amendments made:**

- **Page 1 – 1<sup>st</sup> paragraph – amend 'ICO' to 'Information Commissioners Office'.**

On a vote being taken the matter was approved unanimously.

**GR23/09/9            TO REVIEW THE DPIA – EMPLOYMENT DATA AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/9.2        RESOLVED:            that the DPIA – Employment Data has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR23/09/10         TO REVIEW THE EIR FEES AND CHARGING POLICY AND AGREE ANY FUTURE ACTIONS**

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

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**GR23/09/10.2 RESOLVED: that the EIR Fees and Charging Policy has been reviewed and the following amendments made:**

- **Page 7 – Contact – amend address to Illogan Parish Council Community Office, Trevelyan Road, Illogan, Redruth, Cornwall, TR16 4RG.**

On a vote being taken the matter was approved unanimously.

**GR23/09/11 TO REVIEW THE EIR FEES AND CHARGES AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/11.2 RESOLVED: that the EIR Fees and Charges has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR23/09/12 TO REVIEW THE FREEDOM OF INFORMATION POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/12.2 RESOLVED: that the Freedom of Information Policy has been reviewed and the following amendments made:**

- **Page 6 – Contact – amend address to read 'Illogan Parish Council Community Office, Trevelyan Road, Illogan, Redruth, Cornwall, TR16 4RG'.**

On a vote being taken the matter was approved unanimously.

**GR23/09/13 TO REVIEW THE PUBLICATION SCHEME AND FREEDOM OF INFORMATION ACT POLICY FOR HANDLING REQUESTS FOR INFORMATION AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/13.2 RESOLVED: that the Publication Scheme and Freedom of Information Act Policy has been reviewed and the following amendments made:**

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- **Page 7 – Contact Details – amend to read 'Mrs Sarah Rimell, Clerk, Illogan Parish Council Community Office, Trevelyan Road, Illogan, Redruth, Cornwall, TR16 4RG.'**

On a vote being taken the matter was approved unanimously.

**GR23/09/14 TO REVIEW THE PRIVACY POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/14.2 RESOLVED: that the Privacy Policy has been reviewed and the following amendments made:**

- **Page 5 – Accuracy of Information – 2<sup>nd</sup> sentence – amend to read 'Notification of any change must be made by letter or email.'**
- **Page 5 – Who is the data controller? – amend address to read 'Illogan Parish Council Community Office, Trevelyan Road, Illogan, Redruth, TR16 4RG.'**

On a vote being taken the matter was approved unanimously.

**GR23/09/15 TO REVIEW THE PRIVACY NOTICE AND TEMPLATE FOR DATA OBTAINED DIRECTLY FROM DATA SUBJECTS AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/15.2 RESOLVED: that the Privacy Notice and Template for Data Obtained Directly from Data Subjects has been reviewed and the following amendments made:**

- **Row 1 – Who will control my data? – amend address to read 'Illogan Parish Council Community Office, Trevelyan Road, Illogan, Redruth, TR16 4RG.'**

On a vote being taken the matter was approved unanimously.

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**GR23/09/16 TO REVIEW THE PRIVACY NOTICE AND TEMPLATE FOR DATA OBTAINED VIA THIRD PARTY AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/16.2 RESOLVED: that the Privacy Notice and Template for Data Obtained via a Third Party has been reviewed and the following amendments made:**

- **Row 1 – Who will control my data? – amend address to read 'Illogan Parish Council Community Office, Trevelyan Road, Illogan, Redruth, TR16 4RG.'**

On a vote being taken the matter was approved unanimously.

**GR23/09/17 TO REVIEW THE RARE DETAILED GUIDANCE AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/17.2 RESOLVED: that the RARE Detailed Guidance has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR23/09/18 TO REVIEW THE RARE REQUEST PROCEDURE AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/18.2 RESOLVED: that the RARE Request Procedure has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR23/09/19 TO REVIEW THE RARE REQUEST FORM FOR WEBSITE AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/19.2 RESOLVED: that the RARE Request Form for Website has been reviewed and the following amendments made:**

- **Address amended to read 'Illogan Parish Council Community Office, Trevelyan Road, Illogan, Redruth, TR16**

**4RG' at all points referenced in the document.**

On a vote being taken the matter was approved unanimously.

**GR23/09/20 TO REVIEW GUIDANCE FOR BROADCASTING OR USING SOCIAL MEDIA AT COUNCIL MEETINGS AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/20.2 RESOLVED: that the Guidance for Broadcasting or Using Social Media at Council Meetings has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR23/09/21 TO REVIEW THE USE OF IT POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/21.2 RESOLVED: that the Use of IT Policy has been reviewed and the following amendments made:**

- **Page 3 – Data Security – paragraph 6 – ‘sensitive information should be stored in encrypted folders only’. The Clerk will check with the Councils IT services to see if this is possible. If it is, we will follow this, if it isn't possible then the statement will be removed.**

On a vote being taken the matter was approved unanimously.

**GR23/09/22 TO REVIEW THE WEBSITE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/22.2 RESOLVED: that the Website Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

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**GR23/09/23 TO REVIEW THE DISPLAY SCREEN EQUIPMENT RISK ASSESSMENT AND POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/23.2 RESOLVED: that the Display Screen Equipment Risk Assessment and Policy has been reviewed and the following amendments made:**

- **Page 1 – Header – amend address to read 'Illogan Parish Council Community Office, Trevelyan Road, Illogan, Redruth, TR16 4RG.'**

On a vote being taken the matter was approved unanimously.

**GR23/09/24 TO REVIEW THE SAFEGUARDING POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/24.2 RESOLVED: that the Safeguarding Policy has been reviewed and the following amendments made:**

- **Page 3 – The Adult Safeguarding Triage Team – amend contact details to read '0300 1234 131'.**

On a vote being taken the matter was approved unanimously.

**GR23/09/25 TO REVIEW THE CORNISH LANGUAGE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/25.2 RESOLVED: that the Cornish Language Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR23/09/26 TO REVIEW THE WEED POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR23/09/26.2 RESOLVED: that the Weed Policy has been reviewed and the following amendments made:**

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- **Page 1 – 1<sup>st</sup> paragraph – amend to read ‘Illogan Parish Council recognises that invasive and harmful (injurious) weeds...’**
- **Page 1 – 2<sup>nd</sup> paragraph – amend to read ‘Illogan Parish Council will manage weeds ...’**
- **Page 2 – Treatment – 2<sup>nd</sup> paragraph – amend typo ‘advise’ to ‘advice’.**

On a vote being taken the matter was approved unanimously.

**GR23/09/27 TO REVIEW AND SET THE DATES OF FUTURE MEETINGS**

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

**GR23/09/27.2 RESOLVED: that the Routine Review of Policies and Risk Assessment Schedule has been reviewed and the following amendments made:**

- **Dealing with Requests for Maintenance be moved to July.**
- **Use of Open Spaces Policy be moved to July.**

On a vote being taken the matter was approved unanimously.

**GR23/09/28 TO RECEIVE A REPORT FROM THE CLERK ON LEGIONELLA, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

This item was deferred until the next meeting.

There being no further business the Chairman closed the meeting at 7.45pm.

Signed: ..... Chairman

Date: .....