

## 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 7<sup>th</sup> November 2023 at 2pm.

PRESENT: Councillors Graham Ford (Chairman), Dave Crabtree, Gary Cullimore, and David Ekinsmyth (not a member of this Group).

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

### **CTFG23/11/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Ms Kemp and Mrs Thompson.

There were no members absent.

### **CTFG23/11/2 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.

### **CTFG23/11/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

### **CTFG23/11/4 PUBLIC PARTICIPATION**

There were no members of the public present.

### **CTFG23/11/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE COMMITTEES TASK AND FINISH GROUP HELD ON THE 1ST AUGUST 2023 AND THE CHAIRMAN TO SIGN THEM**

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

**CTFG23/11/5.2 RESOLVED to receive and approve the minutes of the**

meeting of the Committee Task and Finish Group held on the 1<sup>st</sup> August 2023 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

**CTFG23/11/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

Cllr Ford confirmed that he was in the process of obtaining information on Neighbourhood Development Plans.

**CTFG23/11/7 TO RECEIVE THE DRAFT TERMS OF REFERENCE FOR COMMITTEES AND AGREE A RECOMMENDATION TO FULL COUNCIL**

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

**CTFG23/08/7.2 RESOLVED**

**to recommend to Full Council that the Terms of Reference for Committees are received and approved with the correction of typos and the following amendments and that they are reviewed 6 months after implementation:**

- **Climate, Environment and Planning Committee – Purpose – Climate - 2<sup>nd</sup> paragraph – amend to read 'Consider climate change when planning the Council's core activities.'**
- **Climate, Environment and Planning Committee – Purpose – Climate 3<sup>rd</sup> paragraph – amend to read 'Collect and collate information on climate change and the Council's progress.'**
- **Climate, Environment and Planning Committee – Purpose – Environment – last paragraph – amend to read 'To review the condition of the Parish, consider ...'**
- **Climate, Environment and Planning Committee – Purpose – Planning – 1<sup>st</sup> and 2<sup>nd</sup> paragraphs – combine and amend to read 'As statutory consultees, send responses to Cornwall Council referencing Illogan Parish Neighbourhood Development Plan, material planning considerations and other comments on planning applications, development and control matters.'**
- **Climate, Environment and Planning Committee – Governance – 3<sup>rd</sup> paragraph – amend to read 'Council members will be appointed at the Annual Council Meeting or as vacancies arise.'**
- **Climate, Environment and Planning Committee – Resources – delete 'storage rent'**

- **Community Events Committee – Purpose – 1<sup>st</sup> paragraph – amend to read 'To provide and facilitate events, festivals and activities to be hosted by the Council including the Christmas Lights Switch On Events, Illogan Fun Day and any other event or activity the Council and ...'**
- **Community Events Committee – Purpose – 4<sup>th</sup> paragraph – amend to read 'To organise commemorative events and memorabilia for occasions such as the royal jubilees, Council anniversaries, opening of facilities by hosting community events, installing ...'**
- **Community Events Committee – Scope – delete 'Illogan Parish Fair'**
- **Community Events Committee – Governance – 2<sup>nd</sup> paragraph – amend to read 'Council members will be appointed at the Annual Council Meeting or as vacancies arise.'**
- **Community Events Committee – Governance – 3<sup>rd</sup> paragraph – amend to read 'There will be no more than 7 Councillors and 7 co-opted members of the public on this Committee.'**
- **Community Events Committee – Governance – 5<sup>th</sup> paragraph – amend to read 'There must be a minimum of three Illogan Parish Councillors present at a meeting for any financial decision to be made. Only Councillors can vote on financial decisions above £1,000.'**
- **Finance, Resources and Projects Committee – Purpose – 8<sup>th</sup> paragraph – amend to read 'Regularly monitor and review progress of the projects against the agreed timelines and raise queries, where necessary, such as if timelines are not being met ...'**
- **Finance, Resources and Projects Committee – Purpose – 13<sup>th</sup> paragraph – amend to read 'To monitor and review the implementation of the ...'**
- **Finance, Resources and Projects Committee – Governance – 3<sup>rd</sup> paragraph - amend to read 'Council members will be appointed at the Annual Council Meeting or as vacancies arise.'**
- **Finance, Resources and Projects Committee – Governance – 6<sup>th</sup> paragraph - amend to read 'Site visits will be prearranged with the contractor and will only be held with a Council Officer present.'**
- **Governance Review Committee – Purpose – 6<sup>th</sup> paragraph – amend to read 'To**

investigate and decide on any complaints received as per the Complaints Procedure.'

- **Governance Review Committee – 3<sup>rd</sup> paragraph – amend to read 'Council members will be appointed at the Annual Council Meeting or as vacancies arise.'**
- **Staffing Committee – Purpose – 1<sup>st</sup> paragraph – amend to read 'To liaise with the Chairman of the Council as the Clerk's line manager and the Clerk as the Assistant to the Clerk's line manager to discuss progress and any ...'**
- **Staffing Committee – Purpose – 7<sup>th</sup> paragraph – amend to read 'To receive, monitor and action performance appraisals for all employees. The Clerk's appraisal is completed by the Chair and Vice Chair of the Council and the Chair of the Staffing Committee. The Assistant to the Clerk's appraisal is completed by the Clerk with the Chair of the Staffing Committee.'**
- **Staffing Committee – Governance – 1<sup>st</sup> paragraph – amend to read 'The Committee will meet at least quarterly ...'**
- **Staffing Committee – Governance – 3<sup>rd</sup> paragraph - amend to read 'Council members will be appointed at the Annual Council Meeting or as vacancies arise.'**
- **Staffing Committee – Governance – 4<sup>th</sup> paragraph – amend to read 'There will be a minimum of 7 Councillors on this Committee; where possible there ...'**
- **Staffing Committee – Governance – 7<sup>th</sup> paragraph – amend to read 'Members of the Staffing Committee must not disclose any information, share or show any documentation to others. They must also not discuss staffing matters with any Member not on the Committee other than for the purpose of line manager liaison.'**

On a vote being taken the matter was approved unanimously.

**CTFG23/11/8      DATE AND TIME OF NEXT MEETING**

It was agreed that no further meetings were required.

There being no further business the meeting closed at 3.04pm.

Signed .....

Date .....