

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Monday 30th October 2023 at 7pm.

PRESENT: Councillors Ford (Chairman), Mrs Thompson (Vice Chairman), and Crabtree.

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

GR23/10/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received.

Cllrs Holmes and Miss Pollock were absent.

GR23/10/2 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.

GR23/10/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR23/10/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR23/10/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 27TH SEPTEMBER 2023 AND THE CHAIRMAN TO SIGN THEM

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

GR23/10/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 27th September 2023 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR23/10/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Minute GR23/09/21.2 – the Clerk confirmed that she had emailed the Council's IT support provider regarding encryption and was awaiting a response.

GR23/10/7 TO RECEIVE AND APPROVE THE DRAFT INCLUSION ON THE 'USEFUL LINKS' PAGE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/10/7.2 RESOLVED: to receive and approve the draft Inclusion on the 'Useful Links' Page Policy with the following amendments:

- **Page 1 – Introduction – 2nd paragraph – amend to read 'The links included will be checked quarterly and updated ...'**

On a vote being taken the matter was approved unanimously.

GR23/10/8 TO RECEIVE AND APPROVE THE VOLUNTEERS AND CO-OPTED MEMBERS PACK AND AGREE ANY FUTURE ACTIONS

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

GR23/10/8.2 RESOLVED: to receive and approve the Volunteers and Co-Opted Members Pack with the following amendments:

- **Page 2- In return ... - 3rd bullet point – amend to read 'Treat fellow volunteers, staff, councillors, and ...'**
- **Page 3 – 3rd paragraph – amend to read 'Illogan Parish Council co-opts members of the public onto the Community Events Committee. The Council consider that the Christmas Lights Switch On Events and the Illogan Fun Day are annual festivals organised by the Council. There may also be other one off festivals organised.'**
- **That the typos are corrected.**

On a vote being taken the matter was approved unanimously.

GR23/10/9 TO RECEIVE AND APPROVE THE EVENT PLANNING GUIDANCE AND AGREE ANY FUTURE ACTIONS

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

GR23/10/9.2 RESOLVED: to receive and approve the Event Planning Guide with the following amendments:

- **Page 1 – last paragraph – amend to read 'For annual or repeating events ...'**

On a vote being taken the matter was approved unanimously.

GR23/10/10 TO RECEIVE THE FIRST AID NEEDS RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR23/10/10.2 RESOLVED: that the First Aid Needs Risk Assessment is deferred until the next meeting.

On a vote being taken the matter was approved unanimously.

GR23/10/11 TO RECEIVE THE AMENDED COUNCIL OFFICE FIRE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

The Clerk reported that the legislation had been updated from the 1st October 2023. The Clerk had been in contact with the fire risk assessor and the Council's Fire Risk Assessments had been updated to comply with the changes in legislation. The name and contact details of the Extinguisher Engineers, Fire Alarm Engineers and Emergency Lighting Engineers had been included.

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

GR23/10/11.2 RESOLVED: to note the changes in legislation and the resulting amendments to the Council Office Fire Risk Assessment, namely the inclusion of the Extinguisher Engineers, Fire Alarm Engineers and Emergency Lighting Engineers. To note that the Clerk and Assistant to the Clerk had completed Fire Warden training, the recommendations from the original report had been actioned including the maintenance of the fire extinguishers.

On a vote being taken the matter was approved unanimously.

GR23/10/12 TO RECEIVE THE AMENDED CHANGING FACILITIES FIRE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

The Clerk reported that the legislation had been updated from the 1st October 2023. The Clerk had been in contact with the fire risk assessor and the Council's Fire Risk Assessments had been updated to comply with the changes in legislation. The name and contact details of the Extinguisher Engineers, Fire Alarm Engineers and Emergency Lighting Engineers had been included.

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

GR23/10/12.2 RESOLVED: to note the changes in legislation and the resulting amendments to the Changing Facilities Fire Risk Assessment, namely the inclusion of the

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Extinguisher Engineers, Fire Alarm Engineers and Emergency Lighting Engineers. To note that the Clerk and Assistant to the Clerk had completed Fire Warden training, the recommendations from the original report had been actioned.

On a vote being taken the matter was approved unanimously.

GR23/10/13 DATE AND TIME OF NEXT MEETING

January 2024

GR23/10/14 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT THE PRESS AND PUBLIC ARE EXCLUDED DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

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

GR23/10/14.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act the press and public are excluded due to the confidential nature of the business to be discussed.

On a vote being taken the matter was approved unanimously.

GR23/10/15 TO RECEIVE INFORMATION AND A QUOTE FOR A PANIC BUTTON FOR THE COUNCIL OFFICE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR23/03/15.2 RESOLVED: that a panic button is not installed in the Council Office. That the Clerk obtains information and quotes for a light that can be remotely operated to light the path and car park when entering and leaving the building in the dark. The light would not be on a motion sensor.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.35pm.

Signed: Chairman

Date: