

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 24<sup>th</sup> January 2024 at 7pm.

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

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

**GR24/01/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Holmes and Miss Pollock

There were no members absent.

**GR24/01/2 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.

**GR24/01/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR24/01/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR24/01/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 30<sup>TH</sup> OCTOBER 2023 AND THE CHAIRMAN TO SIGN THEM**

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

**GR24/01/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 30th October 2023 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR24/01/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

Minute GR23/10/6 reference Minute GR23/09/21.2 – the Clerk reported that the Council's IT Support company had confirmed that the Council's data was encrypted in transit and at rest with 128-bit encryption. The Clerk has amended the IT Policy to read that data is encrypted in transit and at rest.

**GR24/01/7 TO RECEIVE AND APPROVE THE FIRST AID NEEDS RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/7.2 RESOLVED: to receive and approved the First Aids Needs Risk Assessment with the correction of the typos and the following amendments:**

- **Page 3 – Working arrangements – 1<sup>st</sup> line – 3<sup>rd</sup> column – amend to read 'You should consider: Issuing personal first aid kits. Ensuring employees have easy access to a mobile phone when away from the office. Providing walkie talkies or similar for ease of communication when out and about in Illogan Park.'**

On a vote being taken the matter was approved unanimously.

**GR24/01/8 TO RECEIVE AND APPROVE THE DRAFT INVESTMENT STRATEGY AND POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/8.2 RESOLVED: to receive and approve the Investment Strategy and Policy with the correction of typos. The Clerk would present the quarterly investment reports to the June, September, December, and March Full Council meetings.**

On a vote being taken the matter was approved unanimously.

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**GR24/01/9 TO RECEIVE AND APPROVE THE AMENDED ANNUAL APPRAISAL PROTOCOL, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/9.2 RESOLVED: that to receive and approve the amended Annual Appraisal Protocol.**

On a vote being taken the matter was approved unanimously.

**GR24/01/10 TO REVIEW HEALTH AND SAFETY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/10.2 RESOLVED: that the Health and Safety Policy has been reviewed and the following amendments made:**

- **Page 1 – bullet point 4 – 1<sup>st</sup> bullet point – 2<sup>nd</sup> sentence – amend to read ‘If the weather conditions are very poor the Clerk or Assistant to the Clerk in their absence will consult with the Chairman or Vice Chairman of the Council or another appropriate member and ...’**

On a vote being taken the matter was approved unanimously.

**GR24/01/11 TO REVIEW THE RISK ASSESSMENT POLICY/ARRANGEMENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/11.2 RESOLVED: that the Risk Assessment Policy/Arrangements have been reviewed and that in the first and second paragraphs ‘risk assessment’ is amended to read ‘Risk Assessment’.**

On a vote being taken the matter was approved unanimously.

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**GR24/01/12 TO REVIEW THE EMPLOYEE CONSULTATION POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/12.2 RESOLVED: that the Employee Consultation Policy has been reviewed and no amendments made. That on behalf of this Committee the Clerk requests that during the review of the annual appraisal process the Staffing Committee ensure that employee consultation on health and safety matters is included in the process as per the Employee Consultation Policy.**

On a vote being taken the matter was approved unanimously.

**GR24/01/13 TO REVIEW THE WORK-RELATED DRIVING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/13.2 RESOLVED: that the Work-Related Driving Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/01/14 TOP REVIEW THE HEALTH AND SAFETY TRAINING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/14.2 RESOLVED: that the Health and Safety Training Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/01/15 TO REVIEW THE MANAGEMENT OF CONTRACTORS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/15.2 RESOLVED: that the Management of Contractors Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

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**GR24/01/16 TO REVIEW THE FIRST AID POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/16.2 RESOLVED: that the First Aid Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/01/17 TO REVIEW THE WORK EQUIPMENT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/17.2 RESOLVED: that the Work Equipment Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/01/18 TO REVIEW THE WORK AT HEIGHT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/18.2 RESOLVED: that the Work at Height Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/01/19 TO REVIEW THE MANUAL HANDLING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/19.2 RESOLVED: that the Manual Handling Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/01/20 TO REVIEW THE FIRE AND EMERGENCY PROCEDURES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/20.2 RESOLVED: that the Fire and Emergency Procedures**

**Policy has been reviewed and the following amendments made:**

- **Page 2 – Fire Evacuation – 3<sup>rd</sup> line – amend to read 'Fire extinguishers and other equipment will be checked annually by a suitably qualified contractor.'**

On a vote being taken the matter was approved unanimously.

**GR24/01/21 TO REVIEW THE TREE SAFETY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/21.2 RESOLVED: that the Tree Safety Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/01/22 TO REVIEW THE ELECTRICAL EQUIPMENT AND PLANT POLICY AND PROCEDURE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/22.2 RESOLVED: that the Electrical Equipment and Plant Policy has been reviewed and the following amendments made:**

- **Page 2 – Controls – Bullet 7 – amend to read 'Extension leads will be avoided. If it ...'**

On a vote being taken the matter was approved unanimously.

**GR24/01/23 TO REVIEW THE REPORTING OF ACCIDENTS AND INCIDENTS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/23.2 RESOLVED: that the Reporting of Accidents and Incidents Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously

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**GR24/01/24 TO REVIEW THE ASBESTOS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/24.2 RESOLVED: that the Asbestos Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously

**GR24/01/25 TO REVIEW THE NOISE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/01/25.2 RESOLVED: that the Noise Policy has been reviewed and no amendments made. That the Clerk would find out and record the noise levels in decibels emitted by the Office and Changing Room alarms when activated.**

On a vote being taken the matter was approved unanimously

**GR24/01/26 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 28<sup>th</sup> February 2024, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 7.29pm.

Signed: ..... Chairman

Date: .....