

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 27<sup>th</sup> March 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.

**GR24/03/1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS**

There were no apologies received.

Cllrs Holmes and Miss Pollock were absent.

**GR24/03/2 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.

**GR24/03/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR24/03/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR24/03/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 28<sup>TH</sup> FEBRUARY 2024 AND THE CHAIRMAN TO SIGN THEM**

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

**GR24/03/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 28<sup>th</sup> February 2024 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR24/03/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising; all actions had been completed.

**GR24/03/7 TO REVIEW THE DATA BREACH PROCEDURE AND AGREE ANY FUTURE ACTIONS**

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

**GR24/03/7.2 RESOLVED: that the Data Breach Procedure has been reviewed and the following amendments made:**

- **Page 1 – swap the order of the first two paragraphs**

On a vote being taken the matter was approved unanimously.

**GR24/03/8 TO REVIEW THE DPIA FOR EMPLOYMENT DATA AND AGREE ANY FUTURE ACTIONS**

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

**GR24/03/8.2 RESOLVED: that the DPIA for Employment Data has been reviewed and the following amendments made:**

- **Page 4 – Describe purposes of the processing – last paragraph – amend to read 'To ensure that employees are safe, happy, confident, competent, and ...'**

On a vote being taken the matter was approved unanimously.

**GR24/03/9 TO REVIEW THE EIR FEES AND CHARGING POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/03/9.2 RESOLVED: that the EIR Fess and Charging Policy has been reviewed and the following amendments made:**

- **Page 1 – amend to read 'Date First Adopted'**

ILLOGAN PARISH COUNCIL

- **That all references to 'Parish Clerk' are amended to read 'Clerk'**

On a vote being taken the matter was approved unanimously.

**GR24/03/10 TO REVIEW THE EIR FEES AND CHARGES AND AGREE ANY FUTURE ACTIONS**

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

- GR24/03/10.2 RESOLVED: that the EIR Fees and Charges have been reviewed and that the Clerk would update the staff overheads figure.**

On a vote being taken the matter was approved unanimously.

**GR24/03/11 TO REVIEW THE FREEDOM OF INFORMATION POLICY AND AGREE ANY FUTURE ACTIONS**

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

- GR24/03/11.2 RESOLVED: that the Freedom of Information Policy has been reviewed and the following amendments made:**
- **Page 1 – amend to read 'Date First Adopted'**
  - **That all references to 'Parish Clerk' are amended to read 'Clerk'**

On a vote being taken the matter was approved unanimously.

**GR24/03/12 TO REVIEW THE PRIVACY NOTICE TEMPLATE FOR DATA OBTAINED DIRECTLY FROM DATA SUBJECTS AND AGREE ANY FUTURE ACTIONS**

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

- GR24/03/12.2 RESOLVED: that the Privacy Notice Template for Data Obtained Directly from Data Subjects has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/03/13 TO REVIEW THE PRIVACY NOTICE FOR DATA OBTAINED VIA THIRD PARTY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/03/13.2 RESOLVED: that the Privacy Notice for Data Obtained via Third Party has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/03/14 TO REVIEW THE PRIVACY POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/03/14.2 RESOLVED: that the Privacy Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/03/15 TO REVIEW THE RARE DETAILED GUIDANCE AND AGREE ANY FUTURE ACTIONS**

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

**GR24/03/15.2 RESOLVED: that the RARE Detailed Guidance has been reviewed and the following amendments made:**

- **Page 2 – 3.2 – 1<sup>st</sup> paragraph – last sentence – amend to read ‘Similarly, if an adult (that is an individual over 13 years old) lacks capacity to manage their own affairs then a person acting within the terms of a registered Lasting Power of Attorney (or equivalent), or ...’**

On a vote being taken the matter was approved unanimously.

**GR24/03/16 TO REVIEW THE RARE REQUEST FORM FOR WEBSITE AND AGREE ANY FUTURE ACTIONS**

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

**GR24/03/16.2 RESOLVED: that that RARE Request Form for Website has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/03/17 TO REVIEW THE RARE REQUEST PROCEDURE AND AGREE ANY FUTURE ACTIONS**

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

**GR24/03/17.2 RESOLVED: that the RARE Request Procedure has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/03/18 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 Ford seconded by Cllr Crabtree and

**GR24/03/18.2 RESOLVED: that the Publication Scheme and Freedom of Information Act Policy for Handling Requests for Information has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/03/19 TO REVIEW THE GUIDELINES FOR BROADCASTING OR USING SOCIAL MEDIA AT COUNCIL MEETINGS AND AGREE ANY FUTURE ACTIONS**

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

**GR24/03/19.2 RESOLVED: that the Guidelines for Broadcasting or Using Social Media has been reviewed and the following amendments made:**

- **Page 1 – bullet point 5 – amend to read ‘The use of digital and social media recording tools, for example X (formerly Twitter), blogging ...’**

On a vote being taken the matter was approved unanimously.

**GR24/03/20 TO REVIEW THE USE OF IT POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/03/20.2 RESOLVED: that the Use of IT Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

ILLOGAN PARISH COUNCIL

**GR24/03/21 TO REVIEW THE WEBSITE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/03/21.2 RESOLVED: that the Website Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/03/22 TO REVIEW THE USEFUL LINKS PAGE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/03/22.2 RESOLVED: that the Useful Links Page Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/03/23 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on the 24<sup>th</sup> April 2024, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 7.22pm.

Signed: ..... Chairman

Date: .....