

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> April 2024 at 7pm.

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

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

**GR24/04/1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS**

There were no apologies received; all members were present.

**GR24/04/2 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.

**GR24/04/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR24/04/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR24/04/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 27<sup>TH</sup> MARCH 2024 AND THE CHAIRMAN TO SIGN THEM**

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

**GR24/04/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 27<sup>th</sup> March 2024 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR24/04/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**GR24/04/7 TO RECEIVE AND APPROVE THE AMENDED FINANCIAL REGULATIONS, AND AGREE ANY FUTURE ACTIONS**

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

**GR24/04/7.2 RESOLVED: to receive, approve and recommend to Full Council the amended Financial Regulations with the following amendments:**

- **Page 3 – 1.16 – 3<sup>rd</sup> bullet point – amend to read 'In respect of the annual salary for any employee have regard to decisions about ...'**
- **Page 8 – 6.6 – last sentence – amend to read 'The approval of the use of a variable Direct Debit shall be renewed by resolution of the Full Council annually at the Annual Council Meeting.'**
- **Page 9 – 6.8 – last sentence – amend to read 'The approval of the use of BACS or CHAPs shall be renewed by resolution of the Full Council annually at the Annual Council Meeting.'**
- **Page 10 – 6.19 – second sentence – amend value to £300.**
- **Page 12 – 9.5 – amend to read 'All cash sums in excess of £50, that are not refundable deposits for the hire of the Community Room, shall be banked intact as directed by the Responsible Financial Officer.'**
- **Page 14 – add a new 12.4 to read 'For contracts over £50,000, Illogan Parish Council reserves the right to retain 5% for up to 6 months pending snagging etc.'**

On a vote being taken the matter was approved unanimously.

**GR24/04/8 TO RECEIVE AND APPROVE THE AMENDED STANDING ORDERS, AGREE ANY FUTURE ACTIONS AND ANY RECOMMENDATIONS TO FULL COUNCIL**

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

**GR24/04/8.2 RESOLVED: to receive, approve and recommend the Standing Orders to Full Council.**

On a vote being taken the matter was approved unanimously.

**GR24/04/9 TO REVIEW THE CODE OF CONDUCT AND AGREE ANY FUTURE ACTIONS**

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

- GR24/04/9.2 RESOLVED: that the Code of Conduct has been reviewed and that the page numbers are amended so that they commence at number 1.**

On a vote being taken the matter was approved unanimously.

**GR24/04/10 TO REVIEW THE BUSINESS CONTINUITY PLAN AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Thompson, seconded by Cllr Miss Pollock and:

- GR24/04/10.2 RESOLVED: that the Business Continuity Plan has been reviewed and the following amendments made:**

- **Page 7 – Loss of all employees – 3<sup>rd</sup> row – Relevant Information ... - amend to read 'A Sharepoint administrator account has been set up, which will give full access to all stored documents. The Chairman and Vice Chairman of the Council will be the delegated persons, the account will be set up and deactivated and only reactivated if a situation were to arise. The fact that the account has been reactivated and the reasoning will be reported to all Members immediately and formally at the next available meeting of the Council.'**

On a vote being taken the matter was approved unanimously.

**GR24/04/11 TO RECEIVE AND APPROVE THE AMENDED BUDGET SETTING PROCESS AND AGREE ANY FUTURE ACTIONS**

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

- GR24/04/11.2 RESOLVED: to receive and approve the Budget Setting Process.**

On a vote being taken the matter was approved unanimously.

**GR24/04/12 TO RECEIVE AND APPROVE THE AMENDED PLANNING PROCESS AND AGREE ANY FUTURE ACTIONS**

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

**GR24/04/12.2 RESOLVED: to receive and approve the Planning Process with the following amendments:**

- **Page 1 – Introduction – 1<sup>st</sup> sentence – make the 'not' bold.**
- **Page 1 – Introduction – 4<sup>th</sup> sentence – amend to read 'We must be notified of all planning applications within Illogan parish ...'**

On a vote being taken the matter was approved unanimously.

**GR24/04/13 TO REVIEW THE CO-OPTION PROTOCOL AND AGREE ANY FUTURE ACTIONS**

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

**GR24/04/13.2 RESOLVED: that the Co-Option Protocol has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/04/14 TO REVIEW THE COUNCILLORS' EXPENSES POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/04/14.2 RESOLVED: that the Councillors' Expenses Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/04/15 TO REVIEW THE SCHEME OF DELEGATION AND AGREE ANY FUTURE ACTIONS**

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

**GR24/04/15.2 RESOLVED: that the Scheme of Delegation has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/04/16 TO REVIEW THE RETENTION OF DOCUMENTS POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/04/16.2 RESOLVED: that the Retention of Documents Policy has been reviewed and the following amendments made:**

- **Page 1 – Introduction – 2<sup>nd</sup> paragraph – amend to read ‘The guidelines included in this policy will help the Council to manage their records. In line with the General Data Protection Regulations (GDPR), records which contain personal data will be retained and disposed of in accordance with the Council’s Privacy Policy.’**
- **Page 5 – Routine Correspondence ... - Minimum Retention ... - delete ‘6 years’**
- **Page 6 – Playground Assessments - Minimum Retention ... - add ‘21 years’**

On a vote being taken the matter was approved unanimously.

**GR24/04/17 TO REVIEW THE CODE OF PRACTICE FOR HANDLING COMPLAINTS AND AGREE ANY FUTURE ACTIONS**

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

**GR24/04/17.2 RESOLVED: that the Complaints Procedure has been reviewed and the following amendments made:**

- **Page 2 – Whether the complaints procedure is appropriate – last row of table – Refer to – amend to read ‘Cornwall Council is responsible for handling complaints that relate to a Member’s failure to comply with the Council’s Code of Conduct.’**
- **Page 3 – Confidentiality – 1<sup>st</sup> paragraph – amend to read ‘To ensure compliance with its obligations in Data Protection, the Council will not disclose the identity, contact details or other personal data about an individual complainant unless they consent, or the disclosure**

**is otherwise fair and lawful under Data Protection Legislation for the ...'**

- **Page 6 – Complaints against a member of the council – 1<sup>st</sup> paragraph – amend to read 'Parish Councillors sign up ...'**

On a vote being taken the matter was approved unanimously.

**GR24/04/18 TO RECEIVE AND APPROVED THE AMENDED PRESS/MEDIA POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/04/18.2 RESOLVED: to receive and approve the Traditional Press**

**and Media Policy with the following amendments:**

- **Page 1 – Introduction – last bullet point – amend to read 'Be a-political'**
- **Page 2 – xi – amend to read ' Letters representing the views of the Council should only be issued by the Press Office once the matter...'**

On a vote being taken the matter was approved unanimously.

**GR24/04/19 TO REVIEW THE EMAIL ETIQUETTE AND AGREE ANY FUTURE ACTIONS**

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

**GR24/04/19.2 RESOLVED: that the Email Etiquette has been reviewed and the following amendments made:**

- **Bullet point 1 – amend to read 'Council email addresses should be used for all Council business.'**
- **Bullet point 9 – last sentence - amend to read ' Another helpful rule: if an email makes you angry...'**

On a vote being taken the matter was approved unanimously.

**GR24/04/20 TO REVIEW THE ILLOGAN PARISH FAIR RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR24/04/20.2 RESOLVED: that the Illogan Parish Fair Risk**

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

- **Page 2 – 1<sup>st</sup> row – Existing control measures – 1<sup>st</sup> bullet point – amend to read 'The Council does not ...'**
- **Page 3 – amend to read 'Risk Assessment completed by Sarah Rimell on 24.04.2024.'**

On a vote being taken the matter was approved unanimously.

**GR24/04/21 TO REVIEW THE EVENT PLANNING GUIDE AND AGREE ANY FUTURE ACTIONS**

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

**GR24/04/21.2 RESOLVED: that the Event Planning Guide has been reviewed and the following amendments made:**

- **Page 1 – 2<sup>nd</sup> paragraph – amend to read 'Annual events held by Illogan Parish Council include Illogan Fun Day, the Christmas Lights Switch On Events, and Illogan Remembrance Parade.'**
- **Page 1 – 3<sup>rd</sup> paragraph – amend to read 'The Council work with many other organisations to help deliver the events and make them a success.'**

On a vote being taken the matter was approved unanimously.

**GR24/04/22 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on the 12th June 2024, 7pm in Illogan Parish Council Community Office

There being no further business the Chairman closed the meeting at 7.47pm.

Signed: ..... Chairman

Date: .....