

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 Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Tuesday 17th September 2024 at 7pm.

PRESENT: Councillors Ford (Chairman), Crabtree, and Hodge.

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

GR24/09/1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS

There were no apologies received.

Cllrs Holmes and Miss Pollock were absent.

GR24/09/2 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.

GR24/09/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR24/09/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR24/09/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 12TH JUNE 2024 AND THE CHAIRMAN TO SIGN THEM

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

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GR24/09/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 12th June 2024 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR24/09/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

GR24/09/7 TO APPOINT A VICE CHAIRMAN OF THE GOVERNANCE REVIEW COMMITTEE FOR THE 2024/2025 MUNICIPAL YEAR

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

GR24/09/7.2 RESOLVED: to defer this item until the next meeting.

On a vote being taken the matter was approved unanimously.

GR24/09/8 TO RECEIVE AND APPROVE THE UPDATED COUNCILLORS INFORMATION, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/8.2 RESOLVED: to receive and approve the update Councillors Information with the correction of the typo's and that Councillor has a capital 'C' throughout.

On a vote being taken the matter was approved unanimously.

GR24/09/9 TO REVIEW THE CHRISTMAS EVENTS RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/9.2 RESOLVED: that the Christmas Events Risk Assessment has been reviewed and the following amendments made:

- **Correct typo's**
- **Page 11 – Children – Existing Control Measures – add 'Lost children will be assisted by bar and event staff to be reunited with their parents/carers'.**

On a vote being taken the matter was approved unanimously.

GR24/09/10 TO REVIEW THE LONE WORKING RISK ASSESSMENT AND POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/10.2 RESOLVED: that the Lone Working Risk Assessment has been reviewed and the following amendments made:

- **Page 1 – 1st bullet point – amend to read 'Considerations of the health and fitness of employees.'**
- **Page 1 – 10th paragraph – amend to read 'The Council Office is potentially open to the public between 8am and 4pm Monday to Friday. Members of the public cannot enter the offices; they remain in the entrance lobby and speak to officers through an open internal window.'**
- **Page 3 – Stress... - Existing control measures – amend to read 'Regular contact and consultation with employees to enable issues and concerns can be raised, discussed etc'**
- **Page 3 – Stress – Further action – amend to read 'None'**
- **Page 3 – Stress – Risk Rating – amend to read 'Medium'**
- **Page 5 – Cash ... - Existing ... - amend to read 'Monies are kept to a minimum and in a locked safe ...'**
- **Page 6 – Existing ... - 2nd bullet point - amend to read ' Details of the appointment are recorded in the diary including names, company name, contact details and reason for visit.'**
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On a vote being taken the matter was approved unanimously.

GR24/09/11 TO REVIEW THE COSHH RISK ASSESSMENT AND POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/11.2 RESOLVED: that the COSHH Risk Assessment and Policy has been reviewed and the following amendments made:

- **Page 1 – 1st paragraph – amend to read ‘The Control of Substances Hazardous to Health Regulations 2002 is an approved code of practice, which require ...’**
- **Page 1 – 5th paragraph – amend to read ‘It is noted that Illogan Parish Council employees use domestic cleaning materials only, contractors working in outdoor spaces may ...’**
- **Page 5 – delete ‘Cllr Mrs Share and’**

On a vote being taken the matter was approved unanimously.

GR24/09/12 TO REVIEW THE MARY’S WELL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/12.2 RESOLVED: that the Mary’s Well Risk Assessment has been reviewed and the following amendments made:

- **Page 1- Maintenance – Quarterly visual ... - amend to read ‘The Clerk, Assistant to the Clerk or a contractor’**
- **Page 2 – Lone working – 1st bullet point – amend to read ‘Lone workers make another ...’**
- **Page 2 – Lone Working - 2nd bullet point - amend to read ‘ Contractors, employees and volunteers carry mobile phones that must have...’**
- **Page 2 – Lone Working – Further actions – add ‘Consider multi-way radios that could be held in the office and other local staffed facilities’**
- **Page 3 – Aggressive behaviour ... - Existing Control Measures – amend to read ‘All employees / contractors / Councillors / volunteers are ...’**

- **Page 5 – Moving vehicles – Existing Control Measures – add 'viz jackets are worn at all times.'**

On a vote being taken the matter was approved unanimously.

GR24/09/13 TO REVIEW THE MANNINGHAM WOOD AND THE PATH TO THE CHURCHYARD RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/13.2 RESOLVED: that the Manningham Wood and The Path to The Churchyard Risk Assessment has been reviewed and the following amendments made:

- **Page 1 – 1st paragraph – last two sentences – amend to read 'The paths are regularly used by parents and children on their way to and from Illogan School and by dog and leisure walkers. There are benches, information signs and carvings located around the wood.'**
- **Page 1 – 2nd paragraph – 1st line – amend to read 'The site is predominantly level and generally free draining with small, localised damp areas.'**
- **Page 1 – Maintenance – 5th bullet point – add 'and Illogan in Bloom gardening volunteers'**
- **Add 'Volunteers' to every line of Who is at risk.**
- **Page 3 – Lone Working – Existing ... - 1st bullet point – amend to read 'Lone workers make another ...'**
- **Page 3- Lone Working – Existing ... - 2nd bullet point – add 'volunteers'**
- **Page 3 – Lone working – further action – add 'Consider multi-way radios that could be held in the office and other local staffed facilities'**
- **Page 4 - Anti-social behaviour ... - add 'volunteers' to the first and second bullet points.**
- **Page 4 - Medical emergency – Existing Control Measures– add 'First Aid kits**

are available from the Parish Council Office, Robartes Arms and the New Inn. Bleed kits will be available in the Duchy Defibrillator cabinets'

- Page 6 – Illness or injury ... - Existing control measures – 2nd bullet point – delete 'by Biffa'
- Page 6 – Dangers from vegetation – Existing control measures – 2nd bullet point – amend to read 'Personal Protective clothing is worn'
- Page 6 – Dangers from vegetation – Existing Control Measures– add 'First Aid kits are available from the Parish Council Office, Robartes Arms and the New Inn. Bleed kits will be available in the Duchy Defibrillator cabinets'

On a vote being taken the matter was approved unanimously.

GR24/09/14 TO REVIEW THE ILLOGAN PARK RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/14.2 RESOLVED: that the Illogan Park Risk Assessment has been reviewed and the following amendments made:

- Page 1- Maintenance – Operational play equipment inspections and Visual play equipment inspections – amend to read 'Council Officers or a contractor'
- Page 2 – Injury/illness from effect of chemicals ... - Existing control measures – add 'Fuel and chemicals are only used by authorised and qualified persons'
- Page 3 – Lone working – 1st bullet point - amend to read 'Lone workers make another ...'
- Page 3 - Lone working – further action – add 'Consider multi-way radios that could be held in the office and other local staffed facilities'
- Page 4 – Medical Emergency – Existing Control Measures– add 'First Aid kits are available from the Parish Council Office, Robartes Arms and the New Inn.

Bleed kits will be available in the Duchy Defibrillator cabinets'

- **Page 4 – Medical Emergency – Existing Control Measures – last bullet point – amend to read 'When Parish Council office is open, there is access to a first aid kit and the Council Officers have completed First Aid at Work training'**
- **Page 5 – 1st line – add 'Volunteers' to who is at risk.**
- **Page 6 – Children using goal posts ... - 3rd bullet point – delete 'by the Council contractor'**
- **Page 7 – Vandalism – add 'Volunteers' to who is at risk.**
- **Page 8 – Dangers from vegetation – Existing control measures – 3rd bullet point – amend to read 'First aid kits are carried by contractors and available from the Council Office when staffed.'**

On a vote being taken the matter was approved unanimously.

GR24/09/15 TO REVIEW THE LEGIONELLA RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/15.2 RESOLVED: that the Legionella Risk Assessment has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR24/09/16 TO REVIEW THE ILLOGAN PARK FIRE RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/16.2 RESOLVED: that the Illogan Park Fire Risk Assessment (Changing Facilities) Risk Assessment has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR24/09/17 TO REVIEW THE FOOTPATHS RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/17.2 RESOLVED: that the Footpaths Risk Assessment has been reviewed and the following amendments made:

- Page 5 – Lone working – Existing control measures – 1st bullet point – amend to read 'Lone workers make another ...'
- Page 5 – Lone working - further action – add 'Consider multi-way radios that could be held in the office and other local staffed facilities'
- Page 5 – Medical emergency - Existing Control Measures– add 'First Aid kits are available from the Parish Council Office, Robartes Arms and the New Inn. Bleed kits will be available in the Duchy Defibrillator cabinets'
- Page 8 – delete 'Cllr Mrs Share and'

On a vote being taken the matter was approved unanimously.

GR24/09/18 TO REVIEW THE ROSEMULLION PARK RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/18.2 RESOLVED: that the Rosemullion Park Risk Assessment has been reviewed and the following amendments made:

- Page 1 – Location – 2nd paragraph – amend to read 'Cornwall Council owns the park and is responsible for inspecting and maintaining the play equipment and cutting the grass etc.'
- Page 3 -Lone working – Existing control measures – 1st bullet point – amend to read 'Lone workers make another ...'
- Page 3 – Lone working - further action – add 'Consider multi-way radios that could be held in the office and other local staffed facilities'
- Page 4 – Anti-social behaviour – Who is at risk – add 'Councillors' and 'Employees'

- **Page 5 – Walls ... - Existing control measures – 2nd bullet point – amend to read 'In the instance of collapse to walls and fences, they are made safe as soon as possible whilst ...'**
- **Page 7 – Adverse weather – Who is at risk – add 'Councillors' and 'Employees'**
- **Page 7 – Work equipment – Who is at risk – delete 'members of the public'**
- **Page 7 – delete 'Cllr Mrs Share and'**

On a vote being taken the matter was approved unanimously.

GR24/09/19 TO REVIEW THE LAND AT THE END OF WOODBINE LANE RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/19.2 RESOLVED:

that the Land at the End of Woodbine Lane Risk Assessment has been reviewed and the following amendments:

- **Page 1 – Injury from manual handling – Who is at risk – add 'volunteers'**
- **Page 1 – Lone working – Who is at risk – add 'Volunteers, Employees, and Councillors'**
- **Page 1 – Lone working – Existing control measures – amend to read 'Lone workers make another ...'**
- **Page 1 – Lone working – Existing control measures - amend to read 'A mobile phone is carried at ...'**
- **Page 1 – Further actions – amend to read 'Consider multi-way radios that could be held in the office and other local staffed facilities'**
- **Page 3 – Anti social behaviour – Who is at risk – add 'Employees and Councillors'**
- **Page 3 – Medical emergency – Who is at risk - add 'Employees and Councillors'**
- **Page 3 - Medical emergency – Existing control measures - add 'First Aid kits are available from the Parish Council Office, Robartes Arms and the New Inn.**

- Bleed kits will be available in the Duchy Defibrillator cabinets'**
- Page 4 – Slips, Trips – Who is at risk – add 'Volunteers, Employees, and Councillors'**
- Page 4 – Fences – Who is at risk – add 'Volunteers, Employees, and Councillors'**
- Page 5 – Vandalism – Who is at risk – add 'Volunteers, Employees, and Councillors'**
- Page 5 – Illness or injury – Who is at risk – add 'Volunteers, Employees, and Councillors'**
- Page 6 – Dangers from vegetation – Who is at risk – add 'Volunteers, Employees, and Councillors'**
- Page 6 –Dangers from falling trees – Who is at risk – add 'Volunteers, Employees, and Councillors'**
- Page 7 – Adverse weather – Who is at risk – add 'Volunteers, Employees, and Councillors'**
- Page 7 – delete 'and Cllr Mrs Share'**

On a vote being taken the matter was approved unanimously.

GR24/09/20 TO REVIEW THE PARSONAGE WELL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/20.2 RESOLVED: that the Parsonage Well Risk Assessment has been reviewed and the following amendments made:

- Page 1 – Location – 1st paragraph – add 'There are no moving parts on the pump'**
- Page 1 – Maintenance – Visual safety inspections – amend to read 'A Council Officer or contractor'**
- Page 2 – Injury from manual handling – Who is at risk – add 'Volunteers'**
- Page 2 – Maintenance – Existing control measures – add 'There are no moving parts on the pump or well'**

- **Page 2 – Lone working – Who is at risk – add 'Volunteers'**
- **Page 2 – Lone working – Existing control measures – 1st bullet point – amend to read 'Lone Workers make another ...'**
- **Page 2 – Lone working – Existing control measures – 2nd bullet point – amend to read 'Mobile phones are carried at all ...'**
- **Page 2 – Lone working – further actions – amend to read 'Consider multi-way radios that could be held in the office and other local staffed facilities'**
- **Page 2 – Anti-social behaviour – Who is at risk – add 'Volunteers'**
- **Page 2 – Anti-social behaviour – Existing control measures – 1st bullet point – amend to read 'Mobile phones are carried at ...'**
- **Page 3 – Medical emergency – Who is at risk – add 'Volunteers'**
- **Page 3 – Medical emergency – Existing control measures – add 'First Aid kits are available from the Parish Council Office, Robartes Arms and the New Inn. Bleed kits will be available in the Duchy Defibrillator cabinets'**
- **Page 3 – Slips, trips – Who is at risk – add 'Volunteers'**
- **Page 3 – Vandalism - Who is at risk – add 'Volunteers'**
- **Page 3 – Illness - Who is at risk – add 'Volunteers'**
- **Page 5 – Moving vehicles - Who is at risk – add 'Volunteers'**
- **Page 5 – Moving vehicles - Existing control measures – 4th bullet point – amend to read 'Hi-Viz vests worn at all times'**
- **Page 5 – Dangers of vegetation - Who is at risk – add 'Volunteers'**
- **Page 5 - Dangers of vegetation – Existing control measures – amend to read 'Protective clothing is worn'**
- **Page 5 – Adverse weather - Who is at risk – add 'Volunteers'**

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On a vote being taken the matter was approved unanimously.

GR24/09/21 TO REVIEW THE RISK REGISTER, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/21.2 RESOLVED: to receive and approve the amended Risk Register.

On a vote being taken the matter was approved unanimously.

GR24/09/22 TO REVIEW THE DEALING WITH REQUESTS FOR MAINTENANCE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Ford seconded by Cllr Crabtree and

GR24/09/22.2 RESOLVED: that the Dealing with Requests for Maintenance Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR24/09/23 TO REVIEW THE USE OF OPEN SPACES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/23.2 RESOLVED: that the Use of Open Spaces Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR24/09/24 DATE AND TIME OF NEXT MEETING

The next meeting would be held in January 2025, 7pm in the Council Office.

GR24/09/25 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 Ford and

GR24/09/25.2 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.

GR24/09/26 TO RECEIVE QUOTES FOR A DATA PROTECTION AND GDPR AUDIT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR24/09/26.2 RESOLVED: to recommend to Full Council that the quote from Breakthrough Communications for a Data Protection and GDPR audit is approved subject to positive reviews from the councils listed on page 3.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.11pm.

Signed: Chairman

Date:

