

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> July 2024 at 7pm.

PRESENT: Councillors Crabtree, Ford, Hodge, and Jobson (not a member of this Committee)

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

**GR24/07/1 TO ELECT A CHAIRMAN OF THE GOVERNANCE REVIEW COMMITTEE FOR THE 2024/2025 MUNICIPAL YEAR**

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

**GR24/07/1.2 RESOLVED: that Cllr Ford is elected Chairman of the Governance review Committee for the 2024/2025 municipal year.**

On a vote being taken the matter was approved unanimously.

**GR24/07/2 TO APPOINT A VICE CHAIRMAN OF THE GOVERNANCE REVIEW COMMITTEE FOR THE 2024/2025 MUNICIPAL YEAR**

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

**GR24/07/2.2 RESOLVED: to defer the appointment of the Vice Chairman of the Governance Review Committee until the next meeting.**

On a vote being taken the matter was approved unanimously.

**GR24/07/3 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS**

Apologies were received from Cllrs Holmes and Miss Pollock.

There were no members absent.

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

**GR24/07/3.2 RESOLVED: to receive and approve the apologies for absence from Cllrs Holmes and Miss Pollock.**

On a vote being taken the matter was approved unanimously.

**GR24/07/4 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.

**GR24/07/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR24/07/6 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR24/07/7 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 24<sup>TH</sup> APRIL 2024 AND THE CHAIRMAN TO SIGN THEM**

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

**GR24/07/7.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 24<sup>th</sup> of April 2024 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR24/07/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

The Chairman thanked the Clerk for her hard work with the comprehensive production of the documentation and the logical way she ordered the agenda.

**GR24/07/9 TO RECEIVE THE AMENDED FINANCIAL REGULATIONS AND MAKE A RECOMMENDATION TO FULL COUNCIL**

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

**GR24/07/9.2 RESOLVED: to recommend that the model Financial Regulations are received and approved with the following amendments:**

- **Page 11 – 6.2 – add a sentence at the end to read 'Note – this does not apply to Barclaycard transactions.'**
- **Page 14 – delete model Financial Regulation 11.8**
- **Page 15 – 13.1 – amend to read 'The collection of all sums due to the council**

shall be under the supervision of the Responsible Financial Officer (RFO).'

On a vote being taken the matter was approved unanimously.

**GR24/07/10 TO RECEIVE AND APPROVE THE AMENDED MATERNITY RISK ASSESSMENT AND POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/10.2 RESOLVED: to receive and approve the amended Maternity Risk Assessment and Policy with the following amendment:**

- **Page 6 – Keeping in Touch Days – 1<sup>st</sup> paragraph – 1<sup>st</sup> sentence – amend to read 'Keeping in touch (KIT) days are intended to facilitate a smooth return to work from maternity leave.'**

On a vote being taken the matter was approved unanimously.

**GR24/07/11 TO RECEIVE AND APPROVE THE AMENDED PATERNITY LEAVE AND MATERNITY SUPPORT LEAVE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/11.2 RESOLVED: to receive and approve the amended Paternity Leave and Maternity Support Leave Policy with the following amendments:**

- **Page 1 – Eligibility Criteria – 1<sup>st</sup> paragraph – amend to read 'To qualify for Paternity Leave, an employee must have or expect to have responsibility for the upbringing of the child.'**

On a vote being taken the matter was approved unanimously.

**GR24/07/12 TO RECEIVE AND APPROVE THE AMENDED ADOPTION LEAVE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/12.2 RESOLVED: to receive and approve the amended Adoption Leave Policy.**

On a vote being taken the matter was approved unanimously.

**GR24/07/13 TO RECEIVE AND APPROVE THE AMENDED FLEXIBLE WORKING POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/13.2 RESOLVED: to receive and approve the amended Flexible Working Policy.**

On a vote being taken the matter was approved unanimously.

**GR24/07/14 TO RECEIVE AND APPROVE THE DRAFT LEAVE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/14.2 RESOLVED: to receive and approve the Leave Policy.**

On a vote being taken the matter was approved unanimously.

**GR24/07/15 TO REVIEW THE GRANT POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/15.2 RESOLVED: that the Grant Policy has been reviewed and the following amendments made:**

- **Page 2 – 7 – amend to read ‘The applications will be considered during the January, April, July and October Full Council meeting. Full Council meetings are held on the third Wednesday of the month. Completed forms need to be with the Clerk during the first week on the relevant month in order for them to be included on the agenda.’**
- **Page 2 – 8 amend to read ‘Organisations are required to attend the Full Council meeting to speak to the Council and explain/promote their project and grant application.’**
- **Page 3 – last bullet point – amend to read ‘The organisation will allow Illogan Parish Council to use details of the grant award, together with any relevant photographs supplied, in newsletters, on social media and on the Council’s website.’**
- **Page 4 – 1<sup>st</sup> bullet point – delete last sentence**

On a vote being taken the matter was approved unanimously.

**GR24/07/16 TO REVIEW THE QUOTATIONS AND TENDERS POLICY AND AGREE ANY FUTURE ACTIONS**

Cllr Crabtree left the room, and the meeting was adjourned at 7.35pm.

Cllr Crabtree re-entered, and the meeting resumed at 7.37pm.

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

**GR24/07/16.2 RESOLVED: that the Quotations and Tenders Policy has been reviewed and the following amendments made:**

- **Page 1 – Introduction – 3<sup>rd</sup> sentence – amend to read ‘Neither the Council, nor any committee, is bound to accept the lowest quote or tender.’**
- **Page 1 – Purpose – 1<sup>st</sup> bullet point - amend to read ‘The Council procures supplies, services and works that meet the defined and agreed needs ...’**
- **Page 1 – Purpose – 2<sup>nd</sup> bullet point – amend to read ‘In all cases, a specification is produced prior to the quotation or tender documents being issued that clearly identifies the requirements.’**
- **Page 1 – Purpose – delete 3<sup>rd</sup> bullet point**
- **Page 2 – Quotations – bullet point i – 3<sup>rd</sup> paragraph – amend to read ‘*Please include with your quote an explanation of how you will complete the work, copies of your Health and Safety Policy, sample risk assessment and copies of competence certificates for the machinery that will be used and a breakdown of the man hours, materials etc.*’**
- **Page 2 – Quotations – bullet point iii – amend to read ‘£1,000’**
- **Page 3 – add a new bullet point ii to read ‘Tenders must include a breakdown of man hour, materials etc.’**
- **Page 4 – Tenders/Quotes Not Received or Are All the Same – 2<sup>nd</sup> paragraph – amend to read ‘If the tenders or quotes received are all the same, the Council will invite all contractors to attend the Council**

Office to discuss the quote/tender, review the documentation, sustainability etc. the Council will then:

- Consider the discussion outcomes
- Consider 'Best Value'.
- Reassess all of the tenders against the additional information and/or interview and Best Value.
- Complete background research on the contractors, such as looking at Facebook comments, reviews online etc.
- Complete a VAT Registration check on all contractors via [www.gov.uk/check-uk-vat-number](http://www.gov.uk/check-uk-vat-number)
- Complete a Company check via [www.gov.uk/get-information-about-a-company](http://www.gov.uk/get-information-about-a-company) or via Companies House
- Complete a financial check on contractors via [www.gov.uk/find-out-if-a-company-is-in-financial-trouble](http://www.gov.uk/find-out-if-a-company-is-in-financial-trouble)
- Request examples, including photographs of similar works previously completed.
- Request references.

On a vote being taken the matter was approved unanimously.

**GR24/07/17 TO REVIEW THE SAFEGUARDING POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/17.2 RESOLVED: that the Safeguarding Policy has been reviewed and the following amendments made:**

- **Page 1 – last paragraph – add two bullet points to read 'Verbal' and 'Intimidation'**

On a vote being taken the matter was approved unanimously.

**GR24/07/18 TO REVIEW THE GOOD GOVERNANCE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/18.2 RESOLVED: that the Good Governance Policy has been reviewed and the following amendments made:**

- **Page 1 – What is Good Governance? – delete 1<sup>st</sup> paragraph**

On a vote being taken the matter was approved unanimously.

**GR24/07/19 TO REVIEW THE REPAIR AND MAINTENANCE OF ROAD POLICY AND AGREE ANY FUTURE ACTIONS**

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

- GR24/07/19.2 RESOLVED: that the Policy for the Inspection and Repair of the Road Owned and Managed by Illogan Parish has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/07/20 TO REVIEW THE CORNISH LANGUAGE POLICY AND AGREE ANY FUTURE ACTIONS**

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

- GR24/07/20.2 RESOLVED: that the Cornish Language Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/07/21 TO REVIEW THE COMMUNITY ENGAGEMENT POLICY AND AGREE ANY FUTURE ACTIONS**

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

- GR24/07/21.2 RESOLVED: that the Clerk would further review the Community Engagement Policy alongside the Communications Strategy. That the Community Engagement Policy has been reviewed and the following amendments made:**

- **Page 1 – Aims – 1<sup>st</sup> bullet point – amend to read 'Work closely with ...'**

On a vote being taken the matter was approved unanimously.

**GR24/07/22 TO REVIEW THE WEED POLICY AND AGREE ANY FUTURE ACTIONS**

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

- GR24/07/22.2 RESOLVED: that the Clerk would draft a Management of Open Spaces Policy to improve bee and insect life and habitat. That the Weed**

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

- **Page 2 – Treatment – 1<sup>st</sup> bullet point – amend to read ‘Applying ...’**
- **Page 2 – Treatment – add ‘Chemical treatment will only be used on invasive weeds. The chemicals will be non-toxic to bees, flying and non-flying insects.’**

On a vote being taken the matter was approved unanimously.

**GR24/07/23 TO REVIEW THE DISPLAY SCREEN EQUIPMENT RISK ASSESSMENT AND POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/23.2 RESOLVED: that that a Display Screen Equipment Assessment will be completed for the Clerk and Assistant to the Clerk. That the Display Screen Equipment Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/07/24 TO REVIEW THE VIOLENCE AT WORK RISK ASSESSMENT AND POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/24.2 RESOLVED: that the Violence at Work Risk Assessment and Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/07/25 TO REVIEW THE WORK-RELATED STRESS POLICY AND RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/25.2 RESOLVED: that the Work-Related Stress Policy and Risk Assessment has been reviewed and no amendments made. That the Work-Related Stress Policy and Risk Assessment is circulated to all members of the Staffing Committee.**

On a vote being taken the matter was approved unanimously.



**GR24/07/26 TO REVIEW THE COUNCIL OFFICE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/26.2 RESOLVED: that the Council Office Risk Assessment has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/07/27 TO REVIEW THE COUNCIL OFFICE FIRE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/27.2 RESOLVED: that the Council Office Fire Risk Assessment has been reviewed and no amendments made. That the Clerk would seek clarification on the maximum occupancy for the Community Room, the Clerk would also check the Council's insurance cover for the occupancy of the Community Room. That the Clerk would contact Tolvaddon Fire Service and ask if they would be able to review the Fire Risk Assessment.**

On a vote being taken the matter was approved unanimously.

**GR24/07/28 TO REVIEW THE GENERIC LITTER PICKING RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/28.2 RESOLVED: that the Generic Litter Picking Risk Assessment has been reviewed and the following amendments made:**

- **Page 2 – amend 'Needle prick' to 'Needle skin puncture'**

On a vote being taken the matter was approved unanimously.

**GR24/07/29 TO REVIEW THE VOLUNTEER PACK AND AGREE ANY FUTURE ACTIONS**

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

**GR24/07/29.2 RESOLVED: that the Volunteer Pack has been reviewed**

**and no amendments made. That the Clerk would update the Cllrs Induction Pack along the lines of the Volunteer Pack.**

On a vote being taken the matter was approved unanimously.

**GR24/07/30 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Tuesday 17<sup>th</sup> September 2024 at 7pm in Illogan Parish Council Community Office

**GR24/07/31 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

**GR24/07/31.2 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.

**GR24/07/32 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

**GR24/07/32.2 RESOLVED: that the Quotes for a Data Protection and GDPR Audit are deferred until the next meeting for further information.**

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.22pm.

Signed: ..... Chairman

Date: .....