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Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 9th April 2025 at 7pm.

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

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

GR25/04/1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS

Apologies were received from Cllrs Mrs O'Donnell.

Cllr Hodge was absent.

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

GR25/04/1.2 RESOLVED to receive and approve apologies from Cllr Mrs O'Donnell.

On a vote being taken the matter was approved unanimously.

GR25/04/2 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.

GR25/04/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR25/04/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR25/04/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 26th March 2025 AND THE CHAIRMAN TO SIGN THEM

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

GR25/04/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 26th March 2025 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR25/04/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

GR25/04/7 TO RECEIVE AND APPROVE THE AMENDED FINANCIAL REGULATIONS, AGREE ANY FUTURE ACTIONS AND RECOMMENDATIONS TO FULL COUNCIL

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

GR25/04/7.2 RESOLVED: to receive, approve and recommend to Full Council the amended Financial Regulations as detailed below:

- **That there is an agenda item before the consideration of the setting of the budget and precept to confirm that there are no Councillors present with unpaid council tax for more than 2 months as per Financial Regulation 4.8 and Section 106 of the Local Government Finance Act 1992.**
- **Page 1 – 1.1 – 2nd sentence – amend to read ‘ They are one of the governing documents and shall be observed in conjunction with Standing Orders and other policies.’**
- **Page 7 – 4.2 – 1st sentence – amend to read ‘Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee at least annually in September for the following financial year.’**

- **Page 7 – 4.3 – delete ‘{along with a forecast for the following [three financial years]}’**
- **Page 7 – 4.4 – delete ‘with the formal approval of the full council’**
- **Page 8 – 4.9 – last sentence – amend to read ‘The Responsible Financial Officer shall supply ...’**
- **Page 8 – 4.11 – add to end of sentence ‘or the relevant Committee with responsibility for it.’**
- **Page 8 – 5.6 – amend ‘the Clerk’ to read ‘Council Officers’**
- **Page 9 – 5.7 - amend to read ‘For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the publication of invitations and notices.’**
- **Page 9 – 5.8 - amend ‘the Clerk’ to read ‘Council Officers’**
- **Page 9 – 5.9 - amend ‘the Clerk’ to read ‘Council Officers’**
- **Page 9 – 5.10 - amend ‘the Clerk’ to read ‘Council Officers’**
- **Page 9 – 5.11 - amend to read ‘Contracts must not be split to avoid compliance with these rules.’**
- **Page 9 – 5.15 - amend ‘the Clerk’ to read ‘Council Officers’**
- **Page 10 – 5.18 - amend ‘the Clerk’ to read ‘Council Officers’**
- **Page 11 – 6.5 – amend ‘The Clerk and Responsible Financial Officer (RFO)’ to ‘Council Officers’ and delete ‘{only}’**
- **Page 11 – 6.5i - amend ‘The Clerk and Responsible Financial Officer (RFO)’ to ‘Council Officers’ and delete ‘{only}’**
- **Page 11 – 6.6 - amend ‘The Clerk and Responsible Financial Officer (RFO)’ to ‘Council Officers’ and delete ‘of the Full Council’**
- **Page 11 – 6.7 – ‘delete last 2 sentences’**
- **Page 11 – add a new number 6.8 to read ‘Council Officers shall monitor and manage the Council’s current account**

balances and will arrange the prompt transfer of funds between the current account and the Public Sector Deposit Fund to maintain current account balances between a minimum of £10,000 and a maximum of £80,000. The current account balances will be outside of these balances for as short a period of time as practicable.'

- **Page 12 – add a new 7.2 to read 'Council Officers will ensure the prompt removal of Councillors as bank signatories once they cease to hold office. If all Councillor bank signatories cease to hold office at the same time, payments will be approved by the Full Council, after which a designated Council Officer will set up the payments, and another Officer will authorise them. This process will remain in place until new bank signatories are duly authorised and set up within the banking system.'**
- **Page 12 – 7.5 – delete last sentence.**
- **Page 12 – 7.7 – amend to read 'An authorised signatory shall...'**
- **Page 12 – 7.8 - amend to read ' Evidence shall be retained showing which members approved the payment online.'**
- **Page 16 – 15.1 – amend 'The Clerk' to 'Council Officers'**

On a vote being taken the matter was approved unanimously.

GR25/04/8 TO RECEIVE AND APPROVE THE AMENDED STANDING ORDERS, AGREE ANY FUTURE ACTIONS AND ANY RECOMMENDATIONS TO FULL COUNCIL

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

GR25/04/8.2 RESOLVED: to receive, approve and recommend to Full Council the Standing Orders as detailed below:

- **That a new Standing Order is included to read 'Councillors' Uniform Requirement**

Purpose

This Standing Order establishes the requirement for Councillors to wear the designated Council uniform when acting in their official capacity to ensure a professional and consistent representation of the Council.

Scope

This Standing Order applies to all elected and co-opted Councillors whenever they are performing duties in an official capacity, except during Council meetings or formal events such as Remembrance Day, including but not limited to:

- **Public engagements**
- **Official events**
- **Representing the Council on outside bodies**
- **Any other official function where they are acting as a representative of the Council**

Uniform Requirement

Councillors must wear the officially designated Council uniform as prescribed by the Council.

The uniform shall be clean, presentable, and worn in accordance with Council guidelines

Any alterations or modifications to the uniform must be approved by the Council to maintain consistency.

Exceptions

Reasonable accommodations shall be made for medical, religious, or accessibility reasons upon request.

Councillors attending informal or private meetings where uniform is not appropriate may be exempt, subject to prior agreement with the Council.

- **Paged 4 - Delete 'Introduction', 'How to use model standing orders', and 'drafting notes'**
- **Page 4 – add 'Glossary - Motion - A motion is a formal proposal put to a group for a decision by vote in a meeting.'**
- **Page 5 – 2a – amend 'motions' to 'items'**
- **Page 5 2b – amend to read 'A proposal (including an amendment) shall not be progressed unless it has been proposed and seconded.'**
- **Page 5 – 2d – amend 'motion' to 'proposal'**
- **Page 5 – 2e – delete 'a proposal'**
- **Page 6 – 2g – amend to read 'An amendment shall not be considered unless early verbal notice of it is given at the meeting.'**
- **Page 6 2i – amend to read 'If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order they were raised.'**
- **Page 6 – delete 2j and amend numbering**
- **Page 6 – 2j – amend to read 'One or more amendments may be discussed together but each amendment shall be voted upon separately.'**
- **Page 6 - 2l – amend to read 'There will be no right of reply at the end of debate on a motion or amendment'**
- **Page 6 - delete 2m and amend numbering**
- **Page 6 – 2m – amend to read 'Unless permitted by the Chairman of the meeting, a Councillor may speak only ...'**
- **Page 7 – 2s – amend to read 'Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated.'**
- **Page 7 – 2t – amend to read 'Excluding motions moved under Standing Order 2(p), the contributions or speeches by a councillor shall relate only to the motion under discussion avoiding repetition. Shall be precise, concise and shall not exceed 5 minutes.'**

- **Page 7 – 3b – delete ‘or the Chairman of the meeting’**
- **Page 7 – 4 – delete list under heading**
- **Page 8 – 4e – delete ‘in respect of the business on the agenda’**
- **Page 8 – 4g – amend to read ‘A member of the public ...’**
- **Page 8h – 2nd sentence – amend to read ‘A written or oral response be forwarded by the Office after the meeting.’**
- **Page 8 – 4m – 3rd paragraph – amend to read ‘If a request by the Chairman of the meeting to moderate or improve behaviour is disregarded, any Councillor may ...’**
- **Page 10 – 5w – add ‘The quorum for a meeting of the Full Council is 5. The quorum for a Committee, Sub-Committee and Task and Finish Group is 3.’**
- **Page 11 – 5v – amend to read ‘shall permit a Committee other than the Finance and Resources Committee, to elect its own Chairman and appoint its own Vice Chairman at the first meeting of the committee;’**
- **Page 11 – delete 5vi – x**
- **Page 12 – delete 6iii – iv**
- **Page 14 – delete vi**
- **Page 15 – 13 – delete list under heading**
- **Page 17 – 14i – delete ‘at the request of the Chairman’**
- **Page 19 – between 16biii and iv – amend to read ‘See Standing Order 4(b) for the meaning of clear days for a meeting.’**
- **Page 19 – delete 16xvii**
- **Page 22 – 25a – amend to read ‘An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Cornwall Councillors.’**
- **Page 23 – 29i – delete last sentence**

On a vote being taken the matter was approved unanimously

GR25/04/9

TO REVIEW THE CODE OF CONDUCT AND AGREE ANY FUTURE ACTIONS

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

GR25/04/9.2 RESOLVED: that the Code of Conduct has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously

GR25/04/10 TO REVIEW THE BUSINESS CONTINUITY PLAN AND AGREE ANY FUTURE ACTIONS

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

GR25/04/10.2 RESOLVED: that the Business Continuity Plan has been reviewed and the following amendments made:

- All references to NCI Technologies are update to Croft and their website www.croftmsp.com
- All reference to filing cabinets are deleted
- Page 2 – Response and ... - 4th and 5th rows – delete 'call an extraordinary meeting of the Full Council to agree'
- Page 3 – Relevant information ... - 7th row – add 'Clerk/, and bank signatories'
- Page 3 – Relevant information ... - 8th row – add 'Clerk/'
- Page 3 – Relevant information ... - 9th row – add '/RFO'
- Page 3 - Response and ... - 13th row – replace 'the Clerk' with 'Officers'
- Page 11 – Existing Controls – delete 2nd row
- Page 11 – Location of Information – 3rd row – add 'Assistant to the Clerk, and the Cleaners'
- Page 15 - Relevant information ... - 2nd row – add 'Home working'

On a vote being taken the matter was approved unanimously

GR25/04/11 TO RECEIVE AND APPROVE THE AMENDED BUDGET SETTING PROCESS AND AGREE ANY FUTURE ACTIONS

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

GR25/04/11.2 RESOLVED: to receive and approve the amended Budget Setting Process.

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On a vote being taken the matter was approved unanimously

GR25/04/12 TO RECEIVE AND APPROVE THE AMENDED PLANNING PROCESS AND AGREE ANY FUTURE ACTIONS

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

GR25/04/12.2 RESOLVED: to receive and approve the amended Planning Process.

On a vote being taken the matter was approved unanimously

GR25/04/13 TO REVIEW THE CO-OPTION PROTOCOL AND AGREE ANY FUTURE ACTIONS

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

GR25/04/13.2 RESOLVED: that the Co-Option Protocol has been reviewed and the following amendments made:

- All references to 'the Clerk' amended to 'Officers' – apart from on in bullet point w on page 3 - Filling the Vacancy ...
- Page 1 – The Advertising Process – bullet point 4 – amend to read '4. At the end of the period, Cornwall Council will send email notification as ...'
- Page 1 – Filling the Vacancy ... - bullet point 3 – amend to read '3. The Clerk or an Officer, and two Councillors will meet ...'

On a vote being taken the matter was approved unanimously

GR25/04/14 TO REVIEW THE COUNCILLORS EXPENSES POLICY AND AGREE ANY FUTURE ACTIONS

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

GR25/04/14.2 RESOLVED: that the Councillors Expenses Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously

GR25/04/15 TO REVIEW THE SCHEME OF DELEGATION AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Ford, seconded by Cllr and

GR25/04/15.2 RESOLVED: that the Scheme of Delegation has been reviewed and the following amendments made:

- Page 1 – 4th paragraph – amend to read ‘The Council may delegate power to make additional decisions on individual items to Officers and Committees as and when appropriate.’
- Page 2 – delete 7th and 9th bullet points
- Page 2 – Proper Officer – 3rd paragraph – amend to read ‘The Clerk and Officers are authorised to ...’
- Page 3 – 11th bullet point – move to Proper Officer bullet points

On a vote being taken the matter was approved unanimously

GR25/04/16 TO REVIEW THE RETENTION OF DOCUMENTS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR25/04/16.2 RESOLVED: to receive and approve the amended Retention of Documents Policy.

On a vote being taken the matter was approved unanimously

GR25/04/17 TO REVIEW THE CODE OF PRACTICE FOR HANDLING COMPLAINTS AND AGREE ANY FUTURE ACTIONS

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

GR25/04/17.2 RESOLVED: that the Code of Practice for Handling Complaints has been reviewed and the following amendments made:

- Page 1 – Introduction – 1st paragraph – last sentence – amend to read ‘This procedure allows people to have a form of redress to the Council if they feel they have a complaint or have been unfairly treated in their dealings with Council employees, the Council, or its Committees.’

- **Page 1 – Introduction – 2nd paragraph – 1st sentence - amend to read 'When a complaint is made the Council, Member(s) of the Council or employees are ...'**
- **Page 1 – Introduction – 3rd paragraph – add a bullet point to read 'Complaints cannot be accepted against individual Councillors; the Code of Conduct procedure must be followed and complaints made to the Monitoring Officer at Cornwall Council'**
- **Page 2 - Whether the complaints procedure is appropriate – add after the table – 'This Complaints Procedure cannot be used for Freedom of Information Requests or Subject Access Requests.'**
- **Amend all references to 'staff' to read 'employees'**
- **Page 3 – 2nd paragraph – amend to read 'If a Member has a concern about an employee, they should notify the employee's line manager. The employee's line manager is responsible for deciding whether the Member's concerns raise disciplinary issues to be dealt with in accordance with the Council's Disciplinary Procedure. The line manager will seek advice from South West Councils before making a decision and commencing disciplinary action.'**
- **Page 3 – Confidentiality – 3rd paragraph – amend to read 'The identity of the complainant will only be known to Officers and Members who need to correspond regarding the complaint.'**
- **Page 4 – Verbal Representations – bullet point 3 – amend to read 'You may be questioned by an Officer or by ...'**
- **Page 4 – Verbal Representations – bullet point 4 – amend to read 'An Officer or Councillor ...'**

On a vote being taken the matter was approved unanimously

GR25/04/18 TO RECEIVE AND APPROVE THE AMENDED PRESS/MEDIA POLICY AND AGREE ANY FUTURE ACTIONS

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

GR25/04/18.2 RESOLVED: to receive and approve the amended Press/Media Policy.

On a vote being taken the matter was approved unanimously

GR25/04/19 TO REVIEW THE EMAIL ETIQUETTE AND AGREE ANY FUTURE ACTIONS

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

GR25/04/19.2 RESOLVED: that the Email Etiquette has been reviewed and the following amendments made:

- **Bullet point 1 – amend to read ‘Council email addresses must only be used for all Council business and not for personal or non-Council matters.’**
- **Bullet point 10 – amend to read ‘Please do not forward emails without thoroughly reviewing their entire content. Forwarding is fine—but always double-check to ensure there’s nothing sensitive, misleading, or inappropriate hidden within the thread. For example, a person was dismayed when a careless colleague forwarded a harmless message about logistics to another co-worker, completely forgetting that an earlier portion of that exchange contained negative remarks about that person.’**

On a vote being taken the matter was approved unanimously

GR25/04/20 TO REVIEW THE ILLOGAN PARISH FAIR RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR25/04/20.2 RESOLVED: that the Illogan Parish Fair Risk Assessment has been reviewed and the following amendments made:

- **Page 1 – Existing Control Measures – add 'Items are not used or erected if there is strong wind which could cause them to fall or be carried.'**
- **Page 1 – Existing Control Measures – add 'Materials and equipment are dropped off and collected from as close to the stall site as possible'**
- **Page 2 – Anti-social behaviour ... - Existing Control Measures – add 'There are a minimum of 2 Cllrs present at any one time'**
- **Page 2 - Anti-social behaviour ... - Existing Control Measures – 2nd bullet point – amend to read 'There are at least 2 Cllrs with mobile ...'**
- **Page 2 – Adverse weather – Existing control measures – 2nd bullet point – amend to read 'Appropriate clothing is worn'**
- **Page 2 – Adverse weather – Existing control measures – 3rd bullet point – amend to read 'The event will not be attended in extremes of weather'**
- **Page 2 – Slips ... – Existing control measures – 1st bullet point – amend to read 'The stall area and surrounding walkways are kept clean and tidy'**
- **Page 3 – Slips ... – Existing control measures – 1st bullet point – amend to read 'Appropriate footwear is worn'**

On a vote being taken the matter was approved unanimously

GR25/04/21 TO REVIEW THE EVENT PLANNING GUIDE AND AGREE ANY FUTURE ACTIONS

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

GR25/04/21.2 RESOLVED: that the Event Planning Guide has been reviewed and the following amendments made:

- **Page 1 – 2nd row of table – delete '(see Chapter 3)'**
- **Page 1 – delete 'The Purple Guide will be consulted.'**

- **Page 2 – Community Events Committee Meetings – 1st paragraph – amend to read 'A report will be draft by the Council Officers detailing ...'**
- **Page 3 –1st paragraph – amend to read 'Council Officers will provide ...'**

On a vote being taken the matter was approved unanimously

GR25/04/22 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 30th April 2025, 7pm in Illogan Parish Council Community Office.

There being no further business the Chairman closed the meeting at 8.02pm.

Signed: Chairman

Date:

DRAFT