

ILLOGAN PARISH COUNCIL

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

PRESENT: Councillors Graham Ford (Chairman) Dave Crabtree, Lee Hodge, and Mrs Thomsson (not a member of this Committee).

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

**GR25/07/1 TO ELECT A CHAIRMAN OF THE GOVERNANCE REVIEW COMMITTEE FOR THE 2025/2026 MUNICIPAL YEAR**

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

**GR25/07/1.2 RESOLVED: to elect Cllr Ford Chairman of the Governance Review Committee for the 2025/2026 municipal year.**

On a vote being taken the matter was approved unanimously.

**GR25/07/2 TO APPOINT A VICE CHAIRMAN OF THE GOVERNANCE REVIEW COMMITTEE FOR THE 2025/2026 MUNICIPAL YEAR**

It was agreed to defer this item.

**GR25/07/3 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS**

There were no apologies received; Cllrs Holmes and Miss Pollock were absent.

**GR25/07/4 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.

**GR25/07/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR25/07/6 PUBLIC PARTICIPATION**

There were no members of the public present.

**GR25/07/7 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 9TH APRIL 2025 AND THE CHAIRMAN TO SIGN THEM**

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

- GR25/07/7.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 9<sup>th</sup> April 2025 are received and approved with the correction of the typos and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

- GR25/07/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

- GR25/07/9 TO RECEIVE THE DATA MAP AND AGREE ANY FUTURE ACTIONS**

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

- GR25/07/9.2 RESOLVED: to receive the Data Map.**

On a vote being taken the matter was approved unanimously.

- GR25/07/10 TO RECEIVE AND APPROVE THE PERSONAL DATA BREACH POLICY AND AGREE ANY FUTURE ACTIONS**

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

- GR25/07/10.2 RESOLVED: to receive and approve the Personal Data Breach Policy with the following amendments:**

- **Page 2 – 2.1 – amend to read ‘Council Officers are ...’**
- **That all references to ‘the person responsible for data protection’ are amended to read ‘Council Officers’.**

On a vote being taken the matter was approved unanimously.

- GR25/07/11 TO RECEIVE AND APPROVE THE DATA ERASURE POLICY, AND AGREE ANY FUTURE ACTIONS**

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

- GR25/07/11.2 RESOLVED: to receive and approve the Data Erasure Policy with the following amendments:**

- **Page 1 – 2.1 - amend to read ‘Council Officers are ...’**

- **That all references to 'the person responsible for data protection' are amended to read 'Council Officers'.**

On a vote being taken the matter was approved unanimously.

**GR25/07/12 TO RECEIVE AND APPROVE THE DATA SECURITY AND BRING YOUR OWN DEVICE (BOYD) POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/12.2 RESOLVED: to receive and approve the Data Security and**

**Bring Your Own Device Policy with the following amendments:**

- **That all references to 'the person responsible for data protection' are amended to read 'Council Officers'.**
- **Page 1 – 1.1 - amend to read 'Council Officers are ...'**

On a vote being taken the matter was approved unanimously.

**GR25/07/13 TO RECEIVE AND APPROVE THE DATA SHARING AGREEMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/13.2 RESOLVED: to receive and approve the Data Sharing Agreement.**

On a vote being taken the matter was approved unanimously.

**GR25/07/14 TO RECEIVE AND APPROVE THE PRIVACY NOTICE AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/14.2 RESOLVED: to receive and approve the Privacy Notice.**

On a vote being taken the matter was approved unanimously.

**GR25/07/15 TO RECEIVE AND APPROVE THE REQUEST TRACKER FOR FREEDOM OF INFORMATION (FOI) OR UK GENERAL DATA PROTECTION REGULATION (GDPR) AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/15.2 RESOLVED: to receive and approve the Request Tracker for Freedom of Information (FOI) or UK General Data Protection Regulation (GDPR).**

On a vote being taken the matter was approved unanimously.

**GR25/07/16 TO RECEIVE THE SUBJECT ACCESS REQUEST (SAR) POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/16.2 RESOLVED: to receive and approve the Subject Access Request Policy with the following amendments:**

- That all references to 'the person responsible for data protection' are amended to read 'Council Officers'.
- Page 1 – 2.1 - amend to read 'Council Officers are ...'

On a vote being taken the matter was approved unanimously.

**GR25/07/17 TO RECEIVE AND APPROVE THE AMENDED FREEDOM OF INFORMATION ACT (FOIA) AND ENVIRONMENTAL INFORMATION REGULATIONS (EIR) POLICY, FEES AND CHARGES AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/17.2 RESOLVED: to receive and approve the amended Freedom of Information Act (FOIA) and Environmental Information Regulations (EIR) Policy, Fees, and Charges with the following amendments:**

- Amend title to read 'Freedom of Information Act (FOIA) & Environmental Information Regulations (EIR) Policy, Charges and Fees'
- That all of the acronyms are expanded.
- Page 1 – Purpose – 2<sup>nd</sup> bullet point – delete 'under FOIA & EIR'
- Page 1 – Policy Statement – last sentence – 'delete 'FOIA & EIR'
- Page 1 – Roles and Responsibilities – amend to read 'Overall responsibility for the Council's compliance with legislation lies with the Council.'

**Officers of the Council will exercise the Authority's function as "qualified person" under Section 36 of the Freedom of Information Act.**

- **Page 2 – delete from after the last bullet point on 'The Parish Council will:' to the heading 'Dealing with Freedom of Information and Environmental Regulation Requests'.**
- **Page 3 – 1<sup>st</sup> sentence of 1<sup>st</sup> paragraph – delete 'FOI, or exceptions under EIR'**
- **Page 3 – Charging – delete 'where the amount is greater than £5'**
- **Page 3- delete from 'Charging below the appropriate limit to Charging above the appropriate limit'**
- **Page 5 – Review – amend 'The Clerk' to 'Officers'**
- **Page 6 – add 'Freedom of Information (FOI) & Environmental Information Regulations (EIR) - Fees & Charges – 2022/23'**

### **Environmental Information Regulations (EIR) Requests**

Cost of dealing with a request for environmental information under the Environmental Information Regulations - £18.32 per hour

This cost has been calculated based on the Information Commissioner's Office (ICO) Guidance, Charging for Environmental Information

Based on the average time that officers of different roles and grades spend dealing with chargeable Environmental Information Regulations 2004 (EIR) requests, the charge has been based on the workings below.

- Clerk

- Assistant to the Clerk

Based on average grades for these officers, the proportion of time spent dealing with requests, as well as allowing 30% uplift for on costs including staff overheads, the figure for 2022/2023 is: £21.25 per hour.

**Freedom of Information (FOI) Requests**

Cost of dealing with a request that exceeds the “appropriate limit” of 18 hours of staff time - £25 per hour. This is based on ICO charging guidance - Fees that may be charged when the cost of compliance exceeds the appropriate limit

**Disbursements – Freedom Of Information (FOI) & Environmental Information Regulations 2004 (EIR)**

Formatting Costs

<b>Cost for supplying hard copy information</b>	
A3 (297mm x 420mm) B&W	£0.50 per sheet
A4 (210mm x 297mm) B&W	£0.10 per sheet
A3 (297mm x 420mm) colour	£2.00 per sheet
A4 (210mm x 297mm) colour	£2.00 per sheet
Braille preparation	As quoted
<b>Other:</b>	
Bulk photocopying by Council provider	As quoted
Postal charge for sending copies	As quoted

These costs have been prepared in accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (the Fees Regulations) which can be found using the following link:  
<http://www.opsi.gov.uk/si/si2004/20043244.htm>

On a vote being taken the matter was approved unanimously.

**GR25/07/18 TO REVIEW THE PUBLICATION SCHEME AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/18.2 RESOLVED: that the Information Available from Illogan Parish Council under the model publication scheme has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR25/07/19 TO RECEIVE AND APPROVE THE AMENDED GUIDELINES TO BROADCASTING OR USING SOCIAL MEDIA AT COUNCIL MEETINGS AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/19.2 RESOLVED: to receive and approve the amended Guidelines to Broadcasting or Using Social Media at Council meetings with the following amendments:**

- **Page 1 – point 3 – amend to read ‘No additional lighting or flash photography may be used’**
- **That bullet point 10 is merged into bullet point 5.**
- **Page 1 – bullet point 8 – delete ‘1998’ and add ‘and General Data Protection Regulations’.**

On a vote being taken the matter was approved unanimously.

**GR25/07/20 TO RECEIVE AND APPROVE THE AMENDED USEFUL LINKS PAGE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/20.2 RESOLVED: to receive and approve the amended Useful**

**Links Page Policy with the following amendments:**

- **Page 1 – Introduction – 1<sup>st</sup> sentence – amend to read ‘The ‘Useful Links’ page of Illogan Parish Council’s website ...’**
- **Page 1 – Introduction – add ‘The *Useful Links* page on the Illogan Parish Council website provides a list of external websites that may be of interest to parishioners. Each name in the list is a clickable link that will take users to an external site outside the control of the Council.**

**All links are listed in alphabetical order.**

**To maintain accuracy, links will be reviewed quarterly and updated if necessary to ensure they function correctly and lead to the intended websites.’**

- **Page 1 – Criteria – amend ‘information provided’ to ‘content’**
- **Page 1 – bullet point 2 – amend to read ‘Website link (URL)’**
- **Page 2 – amend to read ‘The Finance and Resources and Projects Committee will review requests, visit the website from the link and consider its suitability. The requestor will be notified of the decision once it has been made. The decision of the Finance and Resources Committee is final.**

On a vote being taken the matter was approved unanimously.

**GR25/07/21 TO RECEIVE AND APPROVE THE AMENDED USE OF IT POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/21.2 RESOLVED: to receive and approve the amended Use of IT Policy.**

On a vote being taken the matter was approved unanimously.

**GR25/07/22 TO RECEIVE AND APPROVE THE AMENDED SOCIAL MEDIA POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/22.2 RESOLVED: to receive and approve the amended Social Media Policy.**

On a vote being taken the matter was approved unanimously.

**GR25/07/23 TO RECEIVE AND APPROVE THE AMENDED WEBSITE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/23.2 RESOLVED: to receive and approve the amended Website Policy.**

On a vote being taken the matter was approved unanimously.

**GR25/07/24 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 23<sup>rd</sup> July 2025, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 7.32pm.

Signed: ..... Chairman

Date: .....