

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 23<sup>rd</sup> July 2025 at 7pm.

PRESENT: Councillors Graham Ford (Chairman), Dave Crabtree, and Mrs Maggie Thompson.

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

**GR25/07/25 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS**

Apologies were received from Cllrs Holmes and Miss Pollock

Cllr Hodge was absent.

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

**GR25/07/25.2 RESOLVED to receive and approve apologies from Cllrs Holmes and Miss Pollock.**

On a vote being taken the matter was approved unanimously.

**GR25/07/26 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.

**GR25/07/27 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR25/07/28 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR25/07/29 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 9<sup>TH</sup> JULY 2025 AND THE CHAIRMAN TO SIGN THEM**

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

**GR25/07/29.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 9<sup>th</sup> July 2025 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR25/07/30 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**GR25/07/31 TO APPOINT A VICE CHAIRMAN OF THE GOVERNANCE REVIEW COMMITTEE FOR THE 2025/2026 MUNICIPAL YEAR**

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

**GR25/07/31.2 RESOLVED: to appoint Cllr Maggie Thompson as Vice Chairman of the Governance Review Committee for the 2025/2026 municipal year.**

On a vote being taken the matter was approved unanimously.

**GR25/07/32 TO RECEIVE AND APPROVE THE DRAFT RESERVES POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/32.2 RESOLVED: to receive and approve the Draft Reserves Policy.**

On a vote being taken the matter was approved unanimously.

**GR25/07/33 TO RECEIVE AND APPROVE THE AMENDED GRANT POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/33.2 RESOLVED: to receive and approved the amended Grant Policy with the following amendment:**

- **Page 3 – Conditions of Funding – 2<sup>nd</sup> bullet point – amend to read 'Unspent funds must be returned to the Parish Council no later than 3 months after the completion of the project.'**

On a vote being taken the matter was approved unanimously.

**GR25/07/34 TO RECEIVE AND APPROVE THE AMENDED QUOTATIONS AND TENDERS POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/34.2 RESOLVED: to receive and approve the amended Quotations and Tenders Policy with the following amendments:**

- **Page 1 – General Principles – 6<sup>th</sup> bullet point – change ‘£500’ to ‘£1,000’**
- **Page 3 – Quotations – i – change ‘me’ to ‘the Office’**
- **Page 3 – new iii – amend to read ‘Once received the quotes will be assessed by either...’**
- **Page 4 – new bullet iii - amend to read ‘Tenders must include a breakdown of working...’**
- **Page 4 – delete iv and v**
- **Page 4 – vi – amend to read ‘Officers will acknowledge receipt of tenders, produce a report ...’**

On a vote being taken the matter was approved unanimously.

**GR25/07/35 TO REVIEW THE SAFEGUARDING POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/35.2 RESOLVED: that the Safeguarding Policy has been reviewed and the following amendments made:**

- **Page 1 – What is Safeguarding? – last sentence – amend to read ‘We must ensure that we are doing all we can to protect all individuals in our society.’**
- **Page 1 – Introduction – 1<sup>st</sup> sentence – amend to read ‘Illogan Parish Council endeavours to make positive contributions to...’**
- **Page 1 – Introduction – 1<sup>st</sup> bullet point – amend to read ‘Organised events, commemorations and activities such as the Christmas Light Events, Illogan Fun Day, Illogan Remembrance Parade etc’**

- **Page 1 – Introduction – 3<sup>rd</sup> bullet point – add ‘park and play area inspections etc’**
- **Page 1 – Introduction – delete 2<sup>nd</sup> paragraph and replace with ‘The purpose of this policy is to:**
  - **Provide a safe and secure environment for all individuals, particularly children and vulnerable adults.**
  - **Establish clear guidelines for identifying, reporting, and responding to safeguarding concerns.**
  - **Promote a culture of vigilance and accountability within the organisation.’**
- **Page 2 – Definitions – delete all and replace with ‘Child: anyone who has not yet reached their 18th birthday**
  - **Adult: a person aged 18 years or over**
  - **Vulnerable Adult: A person aged 18 or over who may be unable to protect themselves due to disability, illness, or social circumstances.**
  - **Safeguarding: Protecting an individual's right to live safely, free from abuse and neglect.**
  - **Abuse: Any form of physical, emotional, sexual, or financial mistreatment.’**
- **Page 2 – Responsibilities – delete last sentence of 1<sup>st</sup> paragraph and replace with ‘Consideration will be given to working and event environments in relation to children, young people, adults and vulnerable adults.’**

On a vote being taken the matter was approved unanimously.

**GR25/07/36 TO RECEIVE AND APPROVE THE AMENDED GOOD GOVERNANCE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/36.2 RESOLVED: to receive and approve the amended Good**

**Governance Policy with correction of the typos**

On a vote being taken the matter was approved unanimously.

**GR25/07/37 TO REVIEW THE REPAIR AND MAINTENANCE OF ROADS OWNED OR MANAGED BY ILLOGAN PARISH COUNCIL POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/37.2 RESOLVED: that The Repair and Maintenance of Roads Owned or Managed by Illogan Parish Council Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR25/07/38 TO REVIEW THE CORNISH LANGUAGE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/38.2 RESOLVED: that the Cornish Language Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR25/07/39 TO RECEIVE AND APPROVE THE AMENDED COMMUNITY ENGAGEMENT POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/39.2 RESOLVED: to receive and approve the amended Community Engagement Policy.**

On a vote being taken the matter was approved unanimously.

**GR25/07/40 TO REVIEW THE WEED CONTROL POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/40.2 RESOLVED: that the Weed Control Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR25/07/41 TO REVIEW THE DISPLAY SCREEN EQUIPMENT POLICY AND RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/41.2 RESOLVED: that the amended Display Screen Equipment Policy and Risk Assessment has been reviewed and the following amendments made:**

- **Page 1 – 5<sup>th</sup> bullet point – amend to read 'Arrange for the free provision of eye tests annually, as advised by an optician or ...'**

On a vote being taken the matter was approved unanimously.

**GR25/07/42 TO RECEIVE AND APPROVE THE VIOLENCE AT WORK RISK ASSESSMENT AND POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/42.2 RESOLVED: to receive and approve the Violence at Work Risk Assessment and Policy.**

On a vote being taken the matter was approved unanimously.

**GR25/07/43 TO RECEIVE AND APPROVE THE AMENDED WORK-RELATED STRESS POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/43.2 RESOLVED: to receive and approve the amended Work-Related Stress Policy with the following amendments:**

- **Page 5 – Councillor Relationships – Existing Control Measures – amend 3<sup>rd</sup> bullet point to read 'Councillors must abide by...'**

On a vote being taken the matter was approved unanimously.

**GR25/07/44 TO REVIEW THE COUNCIL OFFICE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/44.2 RESOLVED: that The Council Office Risk Assessment has been reviewed and the following amendments made:**

- **Page 2 – Injury from manual handling objects – Existing Control Measures – amend 2<sup>nd</sup> bullet point to read ‘Where possible employees arrange for a second person to assist whether that is another employee, councillor or contractor.’**
- **Page 3 – Display Screen Equipment – delete the further action and replace with ‘None’**
- **Page 4 – Anti-social behaviour – Existing Control Measures – 5<sup>th</sup> bullet point – add ‘and the entrance area’ to the end of the sentence**
- **Page 4 – Medical Emergency – Existing Control Measures – amend 4<sup>th</sup> bullet point to read ‘Officers have completed ...’**
- **Page 4 – Medical Emergency – Existing Control Measures – delete 5<sup>th</sup> bullet point**
- **Page 4 – Medical Emergency – Existing Control Measures – add ‘The 3-year renewal date for the Officers FAA Level 3 Award in First Aid at Work has been diarised’**
- **Page 4 – Medical Emergency – delete the further action and replace with ‘None’**
- **Page 7 – Unauthorised Entry - delete the further action and replace with ‘None’**
- **Page 7 Unauthorised Entry – 5<sup>th</sup> bullet point – add ‘interior entry way and community room’ to end of sentence**
- **Page 7 Unauthorised Entry – 6<sup>th</sup> bullet point – amend to read ‘Officers notified ...’**
- **Page 7 Unauthorised Entry – new bullet point to read ‘Out of hours call handling have contact details and instructions for notifying security, police and/or officers etc’**
- **Page 7 Unauthorised Entry – new bullet point to read ‘Security company responds to call outs’**

On a vote being taken the matter was approved unanimously.

**GR25/07/45 TO REVIEW THE COUNCIL OFFICE FIRE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/45.2 RESOLVED: that quotes for a new Fire Risk Assessment to be carried out on the Council Office. As part of the quotation process, a template or sample of the proposed risk assessment report should also be requested from each provider and submitted alongside their quote.**

On a vote being taken the matter was approved unanimously.

**GR25/07/46 TO REVIEW THE GENERIC LITTER PICKING EVENT RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/46.2 RESOLVED: to receive and approve the amended Generic Litter Picking Event Risk Assessment.**

On a vote being taken the matter was approved unanimously.

**GR25/07/47 TO REVIEW THE VOLUNTEER PACK AND AGREE ANY FUTURE ACTIONS**

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

**GR25/07/47.2 RESOLVED: that the Volunteer Pack has been reviewed and the following amendments made:**

- **Page 1 – In return ... - 6<sup>th</sup> bullet point – amend to read 'Return equipment before leaving site'**
- **Page 1 – In return ... - add 'Wear appropriate uniform and Personal Protective Equipment (PPE)'**
- **Page 1 – In return ... - add 'Return any uniform and PPE if you cease to volunteer'**
- **Page 2 – 1<sup>st</sup> paragraph – amend 1<sup>st</sup> sentence to read 'Members of the public can be co-opted on to Council committees as appropriate.'**
- **Page 2 – delete bullet point a**
- **Page 2 – 3<sup>rd</sup> paragraph – amend to read 'Illogan Parish Council co-opts**

**members of the public onto the Community Events Committee. The Council consider that the Christmas Events, the Illogan Fun Day, and nationally significant events such as D-Day commemorations and jubilees etc. are annual festivals organised by the Council. There may also be other one-off festivals organised from time to time.'**

- **Page 4 – add 'Gardening Volunteers**

**Thank you for joining our Parish Council's gardening volunteer group. Your time, energy, and enthusiasm are invaluable as we work together to maintain and enhance the beauty of Illogan Parish Council owned or managed green spaces.**

**To support you in your role, the Parish Council will provide all necessary tools, personal protective equipment (PPE), a volunteer t-shirt, plants, seeds, gardening items and refreshments during your volunteering sessions. Whether you're planting, weeding, pruning, or tidying up, you'll have everything you need to work safely and comfortably.**

**This initiative not only supports the wellbeing of our environment but also brings people together, fostering a stronger sense of community and pride in our parish. No matter your level of gardening experience, your contribution is truly appreciated. Together, we can make a positive and lasting impact on our community.**

**We look forward to working together!'**

On a vote being taken the matter was approved unanimously.

**GR25/07/48      DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 10<sup>th</sup> September 2025, 7pm in Illogan Parish Council Community Office

ILLOGAN PARISH COUNCIL

There being no further business the Chairman closed the meeting at 7.52pm.

Signed: ..... Chairman

Date: .....