

Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 10<sup>th</sup> September 2025 at 7pm.

PRESENT: Councillors Graham Ford (Chairman), Maggie Thompson (Vice Chairman), Dave Crabtree, Paul Holmes, and Jean Pollock.

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

**GR25/09/1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS**

There were no apologies received; Cllr Hodge was absent.

**GR25/09/2 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.

**GR25/09/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR25/09/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR25/09/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 23<sup>RD</sup> JULY 2025 AND THE CHAIRMAN TO SIGN THEM**

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

**GR25/09/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 23<sup>rd</sup> July 2025 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR25/09/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**GR25/09/7 TO RECEIVE AND APPROVE THE AMENDED CHRISTMAS EVENTS RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/7.2 RESOLVED: to receive and approve the amended Christmas Events Risk Assessment**

On a vote being taken the matter was approved unanimously.

**GR25/09/8 TO RECEIVE AND APPROVE THE AMENDED LONE WORKING POLICY AND RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/8.2 RESOLVED: to receive and approve the amended Lone**

## **Working Policy and Risk Assessment**

On a vote being taken the matter was approved unanimously.

**GR25/09/9 TO RECEIVE AND APPROVE THE AMENDED CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY AND RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/9.2 RESOLVED: to receive and approve the amended Control of Substances Hazardous to Health (COSHH) Policy and Risk Assessment with the following amendment:**

- **Page 7 – Who is at Risk –delete ‘Clerk’ and ‘Assistant to the Clerk’ and replace with ‘Council Officers’**

On a vote being taken the matter was approved unanimously.

**GR25/09/10 TO RECEIVE AND APPROVE THE AMENDED MARY’S WELL RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/10.2 RESOLVED: to receive and approve the amended Mary’s Well Risk Assessment.**

On a vote being taken the matter was approved unanimously.

**GR25/09/11 TO RECEIVE AND APPROVE THE AMENDED MANNINGHAM WOOD AND PATH TO THE CHURCHYARD RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/11.2 RESOLVED: to receive and approve the amended Manningham Wood and Path to the Churchyard Risk Assessment with the following amendments:**

- **Page 1 – Maintenance – 5<sup>th</sup> bullet point – amend to read 'Maintain The Platt including pruning, weeding, cleaning granite sets, planting etc - DJM Gardening and Groundwork Solutions and gardening volunteers'**
- **Page 7 – Dangers from falling trees and branches – further actions – add 'Put a tree management plan in place'**

On a vote being taken the matter was approved unanimously.

**GR25/09/12 TO RECEIVE AND APPROVE THE AMENDED ILLOGAN PARK RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/12.2 RESOLVED: to receive and approve the amended Illogan Park Risk Assessment with the following amendment:**

- **Page 7 – Slips, Trips and Falls – Existing Control Measures – last bullet point – amend to read 'Any**

**obstructions are made safe and removed as soon as possible'**

On a vote being taken the matter was approved unanimously.

**GR25/09/13 TO REVIEW THE LEGIONELLA RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/13.2 RESOLVED: that the Legionella Risk Assessment has been reviewed, that the actioned by and dates are updated on pages 19-21 and that a weekly flushing is implemented and recorded.**

On a vote being taken the matter was approved unanimously.

**GR25/09/14 TO REVIEW THE ILLOGAN PARK CHANGING ROOMS RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/14.2 RESOLVED: that quotes for a new Fire Risk Assessment to be carried out on the Changing Facilities. 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.

**GR25/09/15 TO RECEIVE AND APPROVE THE AMENDED FOOTPATHS RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/15.2 RESOLVED: to receive and approve the amended Footpath Risk Assessment with the correction of the typo**

On a vote being taken the matter was approved unanimously.

**GR25/09/16 TO RECEIVE AND APPROVE THE AMENDED ROSEMULLION PARK RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/16.2 RESOLVED: to receive and approve the amended Rosemullion Park Risk Assessment.**

On a vote being taken the matter was approved unanimously.

**GR25/09/17 TO RECEIVE AND APPROVE THE AMENDED LAND AT THE END OF WOODBINE LANE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/17.2 RESOLVED: to receive and approve the amended Land at the End of Woodbine Lane Risk Assessment.**

On a vote being taken the matter was approved unanimously.

**GR25/09/18 TO RECEIVE AND APPROVE THE AMENDED PARSONAGE WELL RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/18.2 RESOLVED: to receive and approve the amended Parsonage Well Risk Assessment.**

On a vote being taken the matter was approved unanimously.

**GR25/09/19 TO RECEIVE AND APPROVE THE AMENDED RISK REGISTER AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/19.2 RESOLVED: to receive and approve the amended Risk Register.**

On a vote being taken the matter was approved unanimously.

**GR25/09/20 TO REVIEW THE PROCEDURE FOR DEALING WITH REQUESTS FOR MAINTENANCE AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/20.2 RESOLVED: that the Procedure for Dealing with Requests for Maintenance has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR25/09/21 TO REVIEW THE USE OF OPEN SPACES POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR25/09/21.2 RESOLVED: that the Open Spaces Policy has been reviewed and the following amendment made:**

- **Page 1 – Activities that are not permitted – add a bullet point to read ‘the release of Chinese lanterns or any similar items’**

On a vote being taken the matter was approved unanimously.

**GR25/09/22 DATE AND TIME OF NEXT MEETING**

The next meeting would be held in January 2026.

There being no further business the Chairman closed the meeting at 7.40pm.

Signed: ..... Chairman

Date: .....