

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 25th February 2026 at 7pm.

PRESENT:

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

ALSO PRESENT:

Mrs S Rimell, Clerk.

The Chairman explained the safety procedures.

GR26/02/1. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS.

There were no apologies received.

Councillor Hodge was absent.

GR26/02/2. 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.

GR26/02/3. TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS.

There were no applications from members for dispensations.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



GR26/02/4. PUBLIC PARTICIPATION.

There were no members of the public present.

GR26/02/5. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 28TH JANUARY 2026 AND THE CHAIRMAN TO SIGN THEM.

GR26/02/5.2 It was proposed by Councillor Holmes, seconded by Councillor Crabtree and **RESOLVED that the minutes of the meeting of the Governance Review Committee held on the 28th January 2026, are received and approved and signed by the Chairman with the correction of the typo and the rewording of resolution GR26/01/19.2 as below:**

“that the Fire and Emergency Policy has been reviewed and the following amendments made:

- **Page 1 – 1st paragraph – amend to read ‘Illogan Parish Council minimises the risk of fire in its premises by providing appropriate standards of fire protection.’**

On a vote being taken the matter was approved unanimously.

GR26/02/6. MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY.

The Clerk reported the capacity levels in the Fire Risk Assessments were calculated on an amount of floor space per person.

The Building Maintenance Checklist and amended Work-Related Driving Policy would be on the March agenda.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



GR26/02/7. TO RECEIVE AND APPROVE THE UPDATED INFORMATION COMMUNICATION TECHNOLOGY (ICT) POLICY AND AGREE ANY FUTURE ACTIONS.

It was agreed that the Clerk would ask the Council's ICT contractor for a copy of their Data Protection arrangements to keep on file.

GR26/02/7.2 It was proposed by Councillor Ford, seconded by Councillor Mrs Edwards and **RESOLVED to receive and approve the updated Information Communication (ICT) Policy.**

On a vote being taken the matter was approved unanimously.

GR26/02/8. TO RECEIVE AND APPROVE THE UPDATED SOCIAL MEDIA POLICY AND AGREE ANY FUTURE ACTIONS

GR26/02/8.2 It was proposed by Councillor Mrs Edwards, seconded by Councillor Mrs Thompson and **RESOLVED to receive and approve the Social Media Policy with the following amendments:**

- **Page 2 – 4.1 – amend to read 'Councillors and employees are not to comment ...'**

On a vote being taken the matter was approved unanimously.

GR26/02/9. TO RECEIVE AND APPROVE THE UPDATED WEBSITE POLICY AND AGREE ANY FUTURE ACTIONS

GR26/02/9.2 It was proposed by Councillor Ford, seconded by Councillor Mrs Thompson and **RESOLVED to receive and approve the updated Website Policy.**

On a vote being taken the matter was approved unanimously.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



GR26/02/10. TO REVIEW THE WEBSITE ACCESSIBILITY STATEMENT AND AGREE ANY FUTURE ACTIONS.

GR26/02/10.2 It was proposed by Councillor Ford, seconded by Councillor Crabtree and **RESOLVED to receive and approve the amended Website Accessibility Statement.**

On a vote being taken the matter was approved unanimously.

GR26/02/11. TO RECEIVE AND APPROVE THE UPDATED USEFUL LINKS PAGE POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/02/11.2 It was proposed by Councillor Crabtree, seconded by Councillor Ford and **RESOLVED to receive and approve the updated Useful Links Page Policy.**

On a vote being taken the matter was approved unanimously.

GR26/02/12. TO RECEIVE AND APPROVE THE UPDATED COUNCILLOR ICT USE AGREEMENT FORM AND AGREE ANY FUTURE ACTIONS.

GR26/02/12.2 It was proposed by Councillor Mrs Edwards, seconded by Councillor Crabtree and **RESOLVED to combine the Councillor Information Communication Technology (ICT) Use Agreement Form with the Information Communication Technology (ICT) Policy.**

On a vote being taken the matter was approved unanimously.

GR26/02/13. TO RECEIVE AND APPROVE THE UPDATED EMAIL ETIQUETTE AND AGREE ANY FUTURE ACTIONS.

GR26/02/13.2 It was proposed by Councillor Ford, seconded by Councillor Mrs Thompson and **RESOLVED to receive and approve the updated Email Etiquette.**

On a vote being taken the matter was approved unanimously.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



GR26/02/14. TO RECEIVE AND APPROVE THE UPDATED TRADITIONAL PRESS AND MEDIA POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/02/14.2 It was proposed by Councillor Ford, seconded by Councillor Holmes and **RESOLVED to receive and approve the updated Traditional Press and Media Policy.**

On a vote being taken the matter was approved unanimously.

GR26/02/15. TO RECEIVE AND APPROVE THE UPDATED DISPLAY SCREEN EQUIPMENT (DSE) POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/02/15.2 It was proposed by Councillor Ford, seconded by Councillor Mrs Edwards and **RESOLVED to receive and approve the updated Display Screen Equipment (DSE) Policy.**

On a vote being taken the matter was approved unanimously.

GR26/02/16. TO REVIEW THE DATA SECURITY AND BRING YOUR OWN DEVICE (BYOD) AND AGREE ANY FUTURE ACTIONS.

GR26/02/16.2 It was proposed by Councillor Ford, seconded by Councillor Crabtree and **RESOLVED that the Data Security and Bring Your Own Device (BYOD) Policy has been reviewed.**

On a vote being taken the matter was approved unanimously.

GR26/02/17. TO REVIEW THE HOMEWORKING POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/02/17.2 It was proposed by Councillor Mrs Thompson, seconded by Councillor Ford and **RESOLVED that the Homeworking Policy has been reviewed and the following amendments made:**

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG



Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

- **Page 1 – Policy – amend to read ‘Illogan Parish Council acknowledges the benefits of home-based working while recognising that it may not be suitable for everyone, and that certain roles cannot be performed effectively from home. This policy outlines the working arrangements and expectations for employees who work from home.’**

On a vote being taken the matter was approved unanimously.

GR26/02/18. TO REVIEW THE PERSONAL DATA BREACH POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/02/18.2 It was proposed by Councillor Ford, seconded by Councillor Miss Pollock and **RESOLVED that the Personal Data Breach Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

GR26/02/19. TO REVIEW THE FREEDOM OF INFORMATION (FOI) AND ENVIRONMENTAL INFORMATION REGULATIONS (EIR) POLICY, CHARGES AND FEES AND AGREE ANY FUTURE ACTIONS.

GR26/02/19.2 It was proposed by Councillor Ford, seconded by Councillor Mrs Edwards and **RESOLVED that the Freedom of Information (FOI) and Environmental Information Regulations (EIR) Policy, Charges and Fees has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG



Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

GR26/02/20. TO REVIEW THE PUBLICATION SCHEME AND AGREE ANY FUTURE ACTIONS.

GR26/02/20.2 It was proposed by Councillor Ford, seconded by Councillor Crabtree and **RESOLVED that the Publication Scheme has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

GR26/02/21. TO REVIEW THE DATA SHARING AGREEMENT AND AGREE ANY FUTURE ACTIONS.

GR26/02/21.2 It was proposed by Councillor Holmes, seconded by Councillor Miss Pollock and **RESOLVED that the Data Sharing Agreement has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

GR26/02/22. TO REVIEW THE PRIVACY NOTICE AND AGREE ANY FUTURE ACTIONS.

GR26/02/22.2 It was proposed by Councillor Crabtree, seconded by Councillor Mrs Edwards and **RESOLVED that the Privacy Notice has been reviewed and that 'England' is amended to read 'the UK'.**

On a vote being taken the matter was approved unanimously.

GR26/02/23. TO REVIEW THE SUBJECT ACCESS REQUEST POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/02/23.2 It was proposed by Councillor Ford, seconded by Councillor Holmes and **RESOLVED that the Subject Access Request Policy has been reviewed and that 'England' is amended to read 'the UK'.**

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG



Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

On a vote being taken the matter was approved unanimously.

GR26/02/24. TO REVIEW THE DATA ERASURE POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/02/24.2 It was proposed by Councillor Crabtree, seconded by Councillor Mrs Edwards and **RESOLVED that the Data Erasure Policy has been reviewed and that 'England' is amended to read 'the UK'.**

On a vote being taken the matter was approved unanimously.

GR26/02/25. TO REVIEW THE ASBESTOS POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/02/25.2 It was proposed by Councillor Mrs Edwards, seconded by Councillor Ford and **RESOLVED that the Asbestos Policy has been reviewed and the following amendment made:**

- **Page 1 – last sentence- amend to read 'The Council will require all contractors dealing with asbestos materials to be appropriately licensed for asbestos work including an approved waste carriers' licence, and ...'**

On a vote being taken the matter was approved unanimously.

GR26/02/26. TO REVIEW THE NOISE POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/02/26.2 It was proposed by Councillor Miss Pollock, seconded by Councillor Crabtree and **RESOLVED that the Noise Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG



Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

GR26/02/27. TO REVIEW THE FIRST AID NEEDS ASSESSMENT AND AGREE ANY FUTURE ACTIONS.

GR26/02/27.2 It was proposed by Councillor Mrs Edwards, seconded by Councillor Ford and **RESOLVED that the First Aid Needs Assessment has been reviewed and the following amendments made:**

- **Page 3 – Working Arrangements – correct the typo ‘mobilt te’ to ‘mobile phone’.**
- **Page 10 – amend the number of people employed on site to ‘up to 3’.**
- **Page 11 – Do any employees work shifts or out of hours? – 3rd column – amend to read ‘You should ensure there is always adequate first-aid provision when ...’.**

On a vote being taken the matter was approved unanimously.

GR26/02/28. DATE AND TIME OF NEXT MEETING.

The next meeting would be held on the 25th of March 2026, 7pm in the council office.

GR26/02/29. 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.

GR26/02/29.2 It was proposed by Councillor Miss Pollock, seconded by Councillor Holmes and **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.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



GR26/02/30. TO RECEIVE QUOTES FOR THE REMEDIAL WORKS IN ILLOGAN PARISH COUNCIL COMMUNITY OFFICE HIGHLIGHTED IN THE FIRE RISK ASSESSMENT, APPOINT A CONTRACTOR(S), AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE.

GR26/02/30.2 It was proposed by Councillor Crabtree, seconded by Councillor Mrs Edwards and **RESOLVED to appoint Stevens and Nicholls to complete Portable Appliance Testing (PAT) in Illogan Parish Council Community Office as per their quote.**

On a vote being taken the matter was approved unanimously.

GR26/02/30.3 It was proposed by Councillor Ford, seconded by Councillor Crabtree and **RESOLVED to appoint D & R Electrical to complete the remedial works to the lighting cabling in Illogan Parish Council Community Office as per their quote.**

On a vote being taken on the matter there were 5 votes FOR and 1 vote AGAINST. Councillor Mrs Edwards voted against the resolution.

GR26/02/30.4 It was proposed by Councillor Crabtree, seconded by Councillor Ford and **RESOLVED that the remedial works required for the automatic door systems at Illogan Parish Council Community Office will be reissued for additional quotations.**

On a vote being taken the matter was approved unanimously.

GR26/02/30.5 It was proposed by Councillor Holmes, seconded by Councillor Ford and **RESOLVED that the fire door inspections in Illogan Parish Council Community Office will be reissued for additional quotations.**

On a vote being taken the matter was approved unanimously.

GR26/02/30.6 It was proposed by Councillor Crabtree, seconded by Councillor Mrs Edwards and **RESOLVED to appoint Duchy Alarms to supply and fit visual alarm**

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG



Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

devices in Illogan Parish Council Community Office including option 1 to install additional units in the office's reception and offices.

On a vote being taken the matter was approved unanimously.

GR26/02/30.7 It was proposed by Councillor Ford, seconded by Councillor Crabtree and **RESOLVED that the water heater inspections in Illogan Parish Council Community Office will be reissued for additional quotations.**

On a vote being taken the matter was approved unanimously.

It was confirmed that an Electrical Installation Condition Report (EICR) was not required at this time, as inspections are mandated on a five-year cycle. An EICR was carried out for Illogan Parish Council Community Office in 2022 and remains valid.

There being no further business the Chairman closed the meeting at 8.10pm.

Signed (Chairperson): _____

Date: _____