

Clerk: Mrs Sarah Rimell

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

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Disclaimer: The public is reminded that these are DRAFT minutes, which means that they are not approved at the time of publication and may be subject to amendment before final approval at the next Parish Council meeting. The agreed minutes will be uploaded once they have been agreed by the Council at the appropriate meeting.

DRAFT Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 29th April 2026 at 7pm.

PRESENT:

Councillors Graham Ford (Chairman), Dave Crabtree, Paul Holmes, and Jean Pollock.

ALSO PRESENT:

Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

GR26/04/1. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS

Apologies were received from Councillors Mrs Edwards and Mrs Thompson.

There were no members absent.

GR26/02/1.2 It was proposed by Councillor Crabtree, seconded by Councillor Ford and **RESOLVED to receive and approved apologies for absence from Councillors Mrs Edwards and Mrs Thompson.**

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On a vote being taken the matter was approved unanimously.

GR26/04/2. 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.

GR26/04/3. TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR26/04/4. PUBLIC PARTICIPATION

There were no members of the public present.

GR26/04/5. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 25TH MARCH 2026 AND THE CHAIRMAN TO SIGN THEM

GR26/02/5.2 It was proposed by Councillor Ford, seconded by Councillor Miss Pollock and **RESOLVED** that the minutes of the meeting of the Governance Review Committee held on the 25th March 2026, are received and approved and signed by the Chairman.

On a vote being taken on the matter there were 3 votes FOR and 0 votes AGAINST.

GR26/04/6. MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

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GR26/04/7. TO RECEIVE THE DRAFT INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) AND COUNCIL TABLET USE POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/04/7.2 It was proposed by Councillor Ford, seconded by Councillor Crabtree and **RESOLVED to receive and approve the Information and Communication Technology (ICT) Policy with the following amendments:**

- **Page 2 – Passwords and Authentication – 1st line – amend to read 'Strong password are encouraged to be ...'**
- **Page 9 – add a section to obtain signatures when equipment has been returned.**

On a vote being taken the matter was approved unanimously.

GR26/04/8. TO RECEIVE THE DRAFT ABSENCE MANAGEMENT POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/04/8.2 It was proposed by Councillor Ford, seconded by Councillor Crabtree and **RESOLVED to receive and approve the Absence Management Policy.**

On a vote being taken the matter was approved unanimously.

GR26/04/9. TO REVIEW THE LEAVE POLICY AND AGREE ANY FUTURE ACTIONS

GR26/04/9.2 It was proposed by Councillor Crabtree, seconded by Councillor Holmes and **RESOLVED that the Leave Policy has been reviewed and the following amendments made:**

- **Page 1 – second paragraph – amend to read 'Annual leave may only be taken with prior approval from the Line Manager. Employees are required to provide as much advance notice as possible when requesting annual leave, and this notice should**

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be at least twice the number of days of leave being requested.'

- **Page 13 – Jury Service – amend to read 'Employees required to undertake jury service will be granted paid leave of absence. Where a loss-of-earnings allowance can be claimed, the employee is expected to do so; the Council will then supplement this payment to ensure the employee receives their normal level of pay as if they were at work.'**

On a vote being taken the matter was approved unanimously.

GR26/04/10. TO REVIEW THE FINANCIAL REGULATIONS AND AGREE ANY FUTURE ACTIONS.

GR26/04/10.2 It was proposed by Councillor Ford, seconded by Councillor Crabtree and **RESOLVED** that the Financial Regulations have been reviewed and the following recommendations made to Full Council:

- **Page 1 – the date is deleted.**
- **Page 13 – Banking Arrangements – bullet 1.60 - change 'Barclaycard' to 'card'.**
- **Page 14 – bullet 1.66 – 1st sentence – amend to read '1.66. 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 £2,000 and a maximum of not above the Financial Services Compensation Limit.'**
- **Page 15 – bullet 1.68 – 1st sentence - amend to read '1.68. Council Officers will ensure the prompt removal of Councillors**

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and Officers as bank signatories once they cease to hold office or be employed.'.

On a vote being taken the matter was approved unanimously.

GR26/04/11. TO REVIEW THE STANDING ORDERS AND AGREE ANY FUTURE ACTIONS.

GR26/04/11.2 It was proposed by Councillor Holmes, seconded by Councillor Crabtree and **RESOLVED that the Standing Orders have been reviewed and the following recommendations made to Full Council:**

- **Page 1 – delete the date.**
- **Page 17 – Proper Officer – include a new bullet x to read 'x. Has delegated authority to make declarations on behalf of the Council in relation to the Local Government Act 1972 s85 and s86'.**

On a vote being taken the matter was approved unanimously.

GR26/04/12. TO REVIEW THE CODE OF CONDUCT AND AGREE ANY FUTURE ACTIONS.

GR26/04/12.2 It was proposed by Councillor Ford, seconded by Councillor Miss Pollock and **RESOLVED that the Code of Conduct has been reviewed and the following amendments made:**

- **Delete all references to 'Cornwall Council' and replace with 'Illogan Parish Council'.**
- **Page 10 – Part 5A – Disclosable Pecuniary Interests – 1st sentence – amend to read 'In this Part of the Code the expressions in the middle column have the meanings attributed to them as detailed below:'.**

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- **Page 11 – (a)(vi) – second paragraph – amend to read ‘The following sets out ...’.**

On a vote being taken the matter was approved unanimously.

GR26/04/13. TO REVIEW THE BUSINESS CONTINUITY PLAN AND AGREE ANY FUTURE ACTIONS.

GR26/04/13.2 It was proposed by Councillor Miss Pollock, seconded by Councillor Ford and **RESOLVED that the Business Continuity Plan had been reviewed and the following amendments made:**

- **Delete all references to ‘Croft’ and replace with ‘Piran Tech’.**

On a vote being taken the matter was approved unanimously.

GR26/04/14. TO REVIEW THE BUDGET SETTING PROCESS AND AGREE ANY FUTURE ACTIONS.

GR26/04/14.2 It was proposed by Councillor Crabtree, seconded by Councillor Ford and **RESOLVED that the Budget Setting Process has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

GR26/04/15. TO REVIEW THE PLANNING PROCESS FOR ILLOGAN PARISH COUNCIL AND AGREE ANY FUTURE ACTIONS.

GR26/04/15.2 It was proposed by Councillor Ford, seconded by Councillor Holmes and **RESOLVED that the Planning Process has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

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Members requested that it be recorded in the minutes that the Budget Setting Process and Planning Process documents were clear, concise, and constructive, and they thanked officers for producing them.

GR26/04/16. TO REVIEW THE CO-OPTION PROTOCOL AND AGREE ANY FUTURE ACTIONS.

GR26/04/16.2 It was proposed by Councillor Crabtree, seconded by Councillor Ford and **RESOLVED that the Co-Option Protocol has been reviewed and the following amendments made:**

- **Appendices A and B are removed.**
- **Page 2 – Filling the Vacancy by Co-Option – Advertising the Vacancy – bullet point 3 – amend to read ‘Councillors and officers are available to meet with interested individuals at a mutually convenient time to discuss the role of a councillor, the work of the Council, what the position involves, and the next steps in the process.’.**
- **Page 2 – Filling the Vacancy by Co-Option – Advertising the Vacancy – bullet point 4 – amend to read ‘Interested persons will be asked to complete the application form at the back of this policy in order to be considered for co-option by the Full Council.’.**
- **Page 2 – Filling the Vacancy by Co-Option – Advertising the Vacancy – delete bullet point 5.**

On a vote being taken the matter was approved unanimously.

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GR26/04/17. TO REVIEW THE COUNCILLORS EXPENSES POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/04/17.2 It was proposed by Councillor Holmes, seconded by Councillor Ford and **RESOLVED that the Councillor Expenses Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

GR26/04/18. TO REVIEW THE SCHEME OF DELEGATION AND AGREE ANY FUTURE ACTIONS.

GR26/04/18.2 It was proposed by Councillor Ford, seconded by Councillor Miss Pollock and **RESOLVED that the Scheme of Delegation has been reviewed and the following amendments made:**

- **Page 1 – amend to read ‘Local councils may act only where legislation expressly authorises or requires them to do so. Subject to certain exceptions, a council may delegate its functions to committees, sub-committees, or other authorities. The statutory basis for such delegation is set out in section 101 of the Local Government Act 1972.**

This document sets out how Illogan Parish Council has delegated its powers.

All decisions made under delegated authority must comply with the Council’s Standing Orders, Financial Regulations, this Scheme of Delegation, and all other relevant policies, procedures, rules, and legislation. Decisions taken will be reported to the next appropriate meeting of the Council.

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The Council may, where appropriate, delegate authority to officers and committees to make additional decisions on specific matters.

On a vote being taken the matter was approved unanimously.

GR26/04/19. TO REVIEW THE RETENTION OF DOCUMENTS POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/04/19.2 It was proposed by Councillor Miss Pollock, seconded by Councillor Holmes and **RESOLVED that the Retention of Documents Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

GR26/04/20. TO REVIEW THE COMPLAINTS PROCEDURE AND AGREE ANY FUTURE ACTIONS.

GR26/04/20.2 It was proposed by Councillor Ford, seconded by Councillor Miss Pollock and **RESOLVED that the Complaints Procedure has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

GR26/04/21. TO REVIEW THE BIODIVERSITY NET GAIN POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/04/21.2 It was proposed by Councillor Holmes, seconded by Councillor Ford and **RESOLVED that the Biodiversity Net Gain Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

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GR26/04/22. TO REVIEW THE COMMUNITY ROOM HIRE POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/04/22.2 It was proposed by Councillor Crabtree, seconded by Councillor Ford and **RESOLVED that the Community Room Hire Policy has been reviewed and the following amendments made:**

- **Page 5 – add that NHS Clinics aimed at local residents can hire the Community Room free of charge providing the use is during normal officers working hours.**

On a vote being taken the matter was approved unanimously.

GR26/04/23. TO REVIEW THE EVENT PLANNING GUIDE AND AGREE ANY FUTURE ACTIONS.

GR26/04/23.2 It was proposed by Councillor Ford, seconded by Councillor Holmes and **RESOLVED that the Event Planning Guide has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

GR26/04/24. TO REVIEW THE GUIDELINES FOR BROADCASTING OR USING SOCIAL MEDIA AT COUNCIL MEETINGS AND AGREE ANY FUTURE ACTIONS.

GR26/04/24.2 It was proposed by Councillor Ford, seconded by Councillor Miss Pollock and **RESOLVED that the Guidelines for Broadcasting or Using Social Media at Council Meetings has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

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GR26/04/25. TO REVIEW THE INVESTMENT STRATEGY/POLICY AND AGREE ANY FUTURE ACTIONS.

GR26/04/25.2 It was proposed by Councillor Crabtree, seconded by Councillor Ford and **RESOLVED** that the Investment Strategy/Policy has been reviewed and the following amendments made:

- **Title – remove the ‘and’.**
- **Page 1- Introduction – 4th paragraph – amend to read ‘Illogan Parish Council expects its investments during the current...’.**
- **Page 2 – 2nd paragraph – amend to read ‘The Council’s ...’.**
- **Page 4 - 5th paragraph – amend to read ‘The risk assessment is ...’.**
- **Page 5 – Account Management Arrangements – 1st paragraph - amend to read ‘ This section sets out the minimum and maximum balances to be held across the Council’s accounts during the financial year.’.**
- **Page 6 – Account Balances – 2nd paragraph – amend to read ‘Unity Trust Current Account requires a minimum balance of £2,000.00 and has a maximum balance of £12,000.00.’.**
- **Page 7 – Financial Services Compensation Scheme (FCSC) – 1st paragraph – amend to read ‘The first £120,000.00 of ...’.**

On a vote being taken the matter was approved unanimously.

GR26/04/26. DATE AND TIME OF NEXT MEETING

The next meeting would be held on the 24th of June 2026, 7pm in the council office.

There being no further business the Chairman closed the meeting at 7.51pm.

Signed: Chairman

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Date:



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