

WEST DEAN PARISH COUNCIL

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To Members of West Dean Parish Council

12th April 2021

GOVERNANCE COMMITTEE

There will be a meeting of West Dean Parish Council Governance Committee on at 2.00 pm on Thursday 15th April 2021, to be held by Zoom remote technology. Members of the public wishing to attend must advise the Clerk by 2.00 on the day before the meeting

Yours sincerely

Clerk

AGENDA

1. Apologies

2. Declarations of Interest

3. Review of Council Procedures and Documents

- i) The Committee to review and amend where necessary the attached Council Standing Orders.
- ii) The Committee to review and amend where necessary the attached Council Code of Conduct and register of interests.
- iii) The Committee to review and amend where necessary the attached risk assessment, to include
 - a) Identification of key risks to the Council
 - b) Evaluation of the impact on the Council of such an event identified as a risk eventuating
 - c) Identification of means to mitigate or avoid the risk and its consequences.
 - d) Insurance requirements
 - e) To review Council's Asset Register
 - f) Consider draft Health & Safety Policy
 - g) Consider draft complaints procedure
 - h) Consider draft lone working policy
- iv) The Committee to consider developing a GDPR policy

4. Council Committees

To consider the terms and conditions of Council Committees

5. Next Meeting TBA