

WEST DEAN PARISH COUNCIL

MINUTES OF A MEETING OF THE GOVERNANCE COMMITTEE HELD AT 11:00am on Tuesday 14th September 2021

PRESENT: COUNCILLORS S Francis (Chair), J Dale, B Garside, J Richmond and S Dunford

The Clerk was in attendance.

1 Apologies

A Bruce & M Costley, no further apologies received.

2 Declarations of Interest

None received

3. Minutes of last Meeting.

The minutes were agreed as an accurate record of the meeting.

4. Review of Council Procedures and Documents

The meeting reviewed the following policy documents and changes were made to the draft documents throughout the discussion.

- Grievance Policy & Procedure
- Disciplinary Policy & Procedure
- Equalities & Diversity Policy
- Data Protection Policy
- Communications Policy – this prompted some discussion about the public forum at Full Council meetings and the potential for a speaker timer to be used or Councillors calling for points of order to ensure this section remained within its allocated timeframe.
- Safeguarding Policy – this policy requires further work. SD will forward a copy of a recent policy for the Yorkley Community Centre to provide some additional information in regard to the activities at the West Dean Centre.

5. Council Committees

The terms of reference for this committee were briefly discussed but there is a need for this document to be shared with all councillors for comment and input before being presented to Full Council.

6. Next Meeting

The next meeting will be held on Tuesday 12th October 2021 at 11.00am in the Eales/Gosling Rooms at The West Dean Centre.

It was agreed that the following documents would be further reviewed at the next meeting: -

- Complaints Policy & Procedure
- Safeguarding Policy
- Procurement Policy
- Lone Working Policy
- Whistleblowing Policy