

WEST DEAN PARISH COUNCIL

MINUTES OF A MEETING OF THE GOVERNANCE & SCRUTINY COMMITTEE HELD AT 11:00am on Tuesday 15th March 2022

PRESENT: COUNCILLORS S Francis (Chair), B Evans, J Richmond,

The Clerk & Deputy Clerk was in attendance.

1 Apologies

S Dunford, J Dale, A Bruce & W Gayler.

Prior to the meeting commencing there was brief discussion about the minutes of the Extra-ordinary meeting and the need for Full Council to have clarification of the status of the steering group, which should be detailed in their terms of reference.

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 Casual Vacancy Co-option Policy document was reviewed during the meeting and agreed by those present as being able to go on the Agenda for Council to approve on 30th March 2022. There was an action to ensure that the 14-day advertisement period was specified in the policy, which has been completed.

There followed a brief discussion about the parish council elections being held in 2023 and the timescale and documentation that is required by those wishing to stand for election. Cllr Evans advised that all this work, documents and notifications would be undertaken by the Electoral Services team at FODDC.

The clerk felt that there was still a requirement for an overview document to be available at the parish as an information guide – **ACTION contact Electoral services for advice and process.**

5. Council Committees Terms of Reference

The meeting also looked at the review procedures for all the policy documents that have been approved by Council during the last year. It was agreed that Standing Orders, Financial Regulations, Code of Conduct all be reviewed annually and that others are reviewed rotationally or when there is significant change in legislation.

The Annual Parish Meeting is set for 11th May 2022 at the West Dean Centre, 7pm. This is the annual public meeting where residents can bring items of interest or concern to the council, it would be great if there was a speaker available on a subject of interest any thoughts or ideas would be welcome.

The Summer Grant needs to be advertised in the local papers and on the website and a preliminary timescale was calculated, this would have given organisations and groups only a couple of weeks over Easter to complete their funding applications so the closing date was moved to 29th April with the approval given at Council in May for the awards.

6. Next Meeting

It was agreed at the meeting that Governance and Scrutiny would meet bi-monthly on the alternate month to Highways & Footpaths to ensure that there were no longer three meetings scheduled for the same day.

The next meeting will be held on Tuesday 17th May 2022 at 11.00am at the West Dean Centre.

DRAFT