

WEST DEAN PARISH COUNCIL

MINUTES OF A MEETING OF THE GOVERNANCE & SCRUTINY COMMITTEE HELD AT 10:00am on Tuesday 27th September 2022

PRESENT: COUNCILLORS S Francis (Chair), J Richmond, & S Yeates

The Clerk was in attendance.

- 1 **Apologies**
 S Dunford, J Dale, A Grant

- 2 **Declarations of Interest**
 None received

3. **Minutes of last Meeting.**

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

With a note being added that the grant agreement with FODDC for the Dean Forest Greenway, as discussed under item 6 – Scrutiny, has been checked by the Clerk and it can not be amended or renegotiated as per clauses 2.1 `The Recipient shall use the Grant only for the delivery of the Project and in accordance with the terms and conditions set out in this Agreement.' and 3.3 `The amount of the Grant shall not be increased in the event of any overspend by the Recipient in its delivery of the Project.'

4. **Review of Council Procedures and Documents**

- i) Training and Development Policy – this was briefly discussed with some minor additions being made to the documents.
It was resolved that this document be presented to Council for approval.
- ii) Publication Scheme – It was resolved that this document be presented to Council for approval.
- iii) Initial development of action plan and mission statement – the mission statement and council objectives were discussed in some detail, and it was agreed that a draft document be prepared and presented to Council for further discussion and input.
- iv) Policy and Procedure Document Review process – it was agreed that the policies and procedure documents would be presented to the Committee during its next two meetings to enable the reviews of the content and for any additional legal requirements to be identified and included. Once this has been completed a summary of the documents and amendments made to a document would be presented to Council for approval.

6. Next Meeting

The next meeting will be held on Tuesday 15th November 2022 at 11.00am at the West Dean Centre.

DRAFT