

WEST DEAN PARISH COUNCIL

MINUTES OF A MEETING OF THE GOVERNANCE & SCRUTINY COMMITTEE HELD AT 11:00am on Tuesday 18th July 2023

PRESENT: COUNCILLORS S Francis (Chair), J Richmond, & B Evans, S Yeates, A Grant, S Dunford and B Freshwater.

The Clerk and Deputy Clerk were in attendance.

1 Apologies

A Bruce, E Cooper & M Costley

2 Declarations of Interest

None received.

3. Minutes of last Meeting.

It was noted that as the previous meeting was inquorate the word “minutes” should be changed to “notes” -These were agreed as an accurate record of the meeting.

4. Review of Council Procedures and Documents

The policies reviewed included:

- **Review of West Dean Centre Management Terms of Reference**

The Clerks are tasked with finding volunteers for the West Dean Centre and researching the possibility of handing the running of the Centre to the Community, this would involve setting up a board of Trustees and obtaining Charitable Status. This research and any potential change is likely to take about a year to undertake and will need to be presented to Council for decision and discussion.

- **Review of Scheme of Delegation**

No Changes – Agreed

- **High School Award Scheme**

Take out “High School” and put in “Years 7 to 13” as criteria. – Agreed

- **Amendment to Procurement Policy following Internal Audit recommendation.**

Suggested amendments approved – Agreed

- **NALC Council Award Scheme – review and implementation plan**

Cllr S Dunford proposed that WDPC not go ahead with this, seconded by Cllr B Evans.

Vote 3 in favour of not going ahead 4 against – **Recommend to Council that WDPC go ahead with obtaining this accreditation.**

- **Mission Statement**

Cllr Grant asked that the wording “increase number of grants” be changed to “maintain the number of grants” – Agreed.

It was also agreed that additional objectives about employment opportunities and affordable homes be included in the Council’s mission statement and action plan.

All the above documents were agreed by the committee as being ready for presented to Full Council for approval.

6. Next Meeting

The next meeting will be held on Tuesday 19th September 2023 at 11.00am at the West Dean Centre.