

WEST DEAN PARISH COUNCIL

MINUTES OF A MEETING OF THE GOVERNANCE & SCRUTINY COMMITTEE HELD AT 11:00am on Tuesday 16th January 2024

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

The Clerk was in attendance.

- 1 **Apologies**
A Bruce, E Cooper & S Lewis
- 2 **Declarations of Interest**
None received.
3. **Minutes of last Meeting.**
The minutes of the previous meeting, 21st November 2023, were agreed as an accurate record of the meeting.
4. **Scrutiny & Review of Council Policies, Procedures and Documents**

Standing Orders

The meeting discussed the use of standing orders, A B C of Chairmanship and the GAPTC Chairmanship training information which are intended to act as guidance documents. There was discussion about the different stages of the Full Council meeting and some analysis of what had occurred and where the root cause of these issues began. The meeting agreed that it was time to draw a line under this and proposed the following recommendations:

It was also noted by the meeting that the minutes of the November Council meeting contained inaccuracies over the signatories of the minutes which need correcting for the record. This was discussed and the minutes need to be amended to the draft proposal, detailed below, as agreed by Governance & Scrutiny Committee.

This being ***It was proposed by Cllr Freshwater and agreed by the meeting that Cllr Wheeler sign the September minutes as an accurate record.'***

The recommendation of the Committee is that the Vice-Chair of Council and the Chair of Governance & Scrutiny arrange a dialog with the Chair of Council to discuss the divergence from procedure and/or what best practice is for Chairing of the meetings.

It is also recommended by the Committee that Cllr Wheeler signs September 2023 Council minutes and Cllr Bruce signs October 2023 minutes which will then correct any previous anomalies.

Clerks Pay Scale

Following the annual appraisal of the Clerk it was agreed that GATPC would be consulted and asked to review the pay scale to ensure that it was at the appropriate level for the role,

this unfortunately was not fully answered but the advice was that the pay scale was a matter for decision of Council.

The Clerk shared some information from SLCC about evaluating the Clerks role and there was a discussion held in camera and in the absence of the Clerk about possible changes to the pay scale.

The recommendation from the Committee was that this be passed to Finance & Staffing for further in camera discussion and recommendations to Council.

West Dean Centre

There was no further update on progress of any change in status for the West Dean Centre.

Biodiversity Policy

The recommendation from the Committee was that this and the Climate Toolkit from FODDC be passed to the Climate and Biodiversity Committee for comment and recommendations.

Emergency Item

Cllr Freshwater made the meeting aware that car parking charges in the district were being increased by 300% and felt that this needed to be discussed by Council as an urgent matter due to the consultation period ending on 19th January 2024.

There was a brief discussion about the potential impacts of this change and the meeting agreed that an emergency meeting be called to discuss and respond to this consultation. The meeting is set for Thursday at 6pm on 18th January 2024 at the West Dean Centre with the only agenda item being these charges, which require a response by the 19th January 2024.

Clerk to forward Emergency Meeting Agenda to Council and arrange meeting on Thursday 18th January 2024 at 6pm.

5. Next Meeting

The next meeting will be held on Tuesday 19th March 2024 at 11.00am at the West Dean Centre.

The meeting ended at 12.35pm.