

WEST DEAN PARISH COUNCIL

MINUTES OF A MEETING OF THE GOVERNANCE & SCRUTINY COMMITTEE HELD AT 11:00am on Tuesday 19th March 2024

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

The Clerk was in attendance.

1 Apologies

S Dunford & S Yeates

2 Declarations of Interest

None received.

3. Minutes of last Meeting.

The minutes of the previous meeting, 16th January 2024, were agreed as an accurate record of the meeting.

4. Scrutiny & Review of Council Policies, Procedures and Documents

- **Mission Statement and Action Plan**

There was a good debate about these items and how the objectives required some amendments, as did some of the items within the action plan so that they were focussed on the services delivered by the parish. These amendments are to be made by the Clerk.

RECOMMENDATION – The Governance and Scrutiny Committee recommends that Council adopts the Mission Statement, Objectives and Action Plan.

- **West Dean Centre – Status**

There was a full debate about the current status of the West Dean Centre and its operation, the Clerk had gathered some information about a charitable status being explored which recommended a public consultation exercise.

There was a discussion about the previous report on the centre and how this required updating due to the current cost of living crisis to demonstrate how the position had changed.

ACTION - The Clerk was tasked with updating the original report and including any ongoing maintenance, potential costs of becoming a charity and also the allocation of officer time.

- **Reviewing of Council Policies and Procedures**

The first policies to be reviewed will be:

- Standing Orders
- Financial Regulations
- Code of Conduct

As part of this discussion the meeting also talked about the Civility & Respect Pledge and it being signed by West Dean Parish Council – link to [SLCC | Civility & Respect Pledge](#)

RECOMMENDATION – That WDPC sign the Civility & Respect Pledge on the SLCC website.

- **Review of Terms of Reference**

The meeting made the following recommendation:

RECOMMENDATION – that all Council Committee’s review their Terms of Reference in preparation for the May 2024 Governance & Scrutiny meeting being held on Thursday 9th May at 11am in the West Dean Centre. The documents are to be shared with the Clerk following approval at the individual Committee meetings.

- **Yorkley Court Solar Farm**

There was a brief discussion about the representation on the Solar Farm Fund Committee and it was noted that WDPC needed to elect representation on this committee.

RECOMMENDATION – That these two representatives be elected to this committee.

5. **Next Meeting**

The next meeting will be held on Thursday 9th May 2024 at 11.00am at the West Dean Centre.

The meeting ended at 12.45pm.