



WEST DEAN PARISH COUNCIL

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GOVERNANCE & SCRUTINY COMMITTEE MINUTES

Minutes of the meeting held on 15th July 2025 at 11.30am.

Present: Cllrs S Francis, A Grant, A Moore & B Freshwater

Clerks: J Miles and P Holland

	<u>MINUTES</u>	<u>ACTION</u>
1	Apologies Apologies were received from Cllrs S Dunford, S Yeates & J Richmond	
2	Declaration of Interest No declarations of interest were received from Councillors about any item on the agenda.	
3	Minutes of the last meeting The minutes of the meeting held on 20 th May 2025 were agreed as an accurate record of the meeting.	
4	Scrutiny & Review of Council Policies & Procedures	
4.1	▪ Email Acceptable Use Policy – amended September 2024 <i>FC minute 24092.2 addition of advice on disclaimer.</i> This policy was reviewed by the committee and accepted as being suitable for Council to approve as this policy required no further amendments or alterations.	To be presented to Full Council 30 th July 2025
4.2	Following a short discussion, it was agreed that the review of the Terms of Reference for Yorkley Court Solar Farm Community Fund should be deferred to the next meeting – 16 th September 2025	Agenda item for 16.09.25
4.3	▪ CCTV Policy ▪ Councillor Induction Guide Vr 3 ▪ Dignity at Work Policy	To be presented to Full Council 30 th July 2025

	▪ Document Retention Policy ▪ Performance Management Policy ▪ Register of Interests Vr 2 ▪ Social Media Policy ▪ Subject Access Request Letter Vr 2 ▪ Training & Development Policy Vr 2 These were all reviewed by the committee and accepted as being suitable for Council to approve as these policies required no further amendments or alterations. ▪ High School Awards Scheme Vr 2 (Basil Whittington Award) This committee agreed to present this policy to Council with the following suggested amendments: - • Paragraph 4 - Change wording to "The maximum prize per person will be £100.00" • Paragraph 6 – remove the words "with the maximum number being five individuals" • Additional wording at the end of the policy to read – "Awards made by West Dean Parish Council under this scheme are final"	To be presented to Full Council 30th July 2025
	Cllr Moore arrived at 12:05	
5	Local Government Review Letter Cllr Dunford prepared a draft letter for committee's consideration. The letter was discussed, Cllr Moore gave the committee a further update and it was agreed the letter be sent to all WDPC Councillors for their thoughts to be sent to the Clerk by 18.07.25 for the letter to be sent to recipients on 21.07.25	Clerk emailed draft letter to WDP Cllrs 16.07.25
	Cllr Moore left at 12:20	
6	West Dean Centre User Group Cllr Freshwater presented draft terms of reference for the new West Dean Centre User Group to the committee, after some discussion the committee accepted these as being suitable for Council to adopt and approve. Discussion on the financial aspect of the West Dean Centre were discussed and the Clerk was asked to investigate the ramifications of combining both WDPC and WDC budgets and how this would work with the bank accounts.	To be presented to Full Council 30th July 2025 Clerk to investigate budget ramifications
7	Date of Next Meeting The next meeting is scheduled for Tuesday 16th September 2025 at 11.30am The meeting closed at 13:05	