



WEST DEAN PARISH COUNCIL

Jo Miles
Clerk to the Council

Phil Holland
Deputy Clerk

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GOVERNANCE & SCRUTINY COMMITTEE MINUTES

Minutes of the meeting held on 16th September 2025 at 3pm.

Present: Cllrs S Francis, A Grant, & J Richmond

Clerks: J Miles and P Holland

	<u>MINUTES</u>	<u>ACTION</u>
1	Apologies Apologies were received from Cllrs Freshwater and Dunford	
2	Declaration of Interest Cllr Grant declared an interest as Chair of Staffing Committee and a personal friend of the new Handyman.	
3	Minutes of the last meeting The minutes of the meeting held on 15 th July 2025 were proposed by Cllr Grant, seconded by Cllr Francis and agreed as an accurate record of the meeting.	
4	Scrutiny & Review of Council Policies & Procedures 4.1 The Terms of Reference for Yorkley Court Solar Farm Community Fund – FC minute 25051.7i relates. (Brought forward from previous meeting) were discussed, and it was reiterated that all changes made to these had been agreed between all interested parties and agreed by Forest of Dean District Council Legal Department. It was felt that there was little which could be done to further amend these Terms of Reference at this time. The amount of the grant was discussed, how much came in each year, how much could be awarded to each applicant, and it was suggested that perhaps WDPC should seek clarification on the following points: - • How much comes into the fund annually? • How much is currently in the fund pot? • What is the maximum each grant application can be awarded? • Does this fund gain interest?	Clerk to verify.

4.2	Cllr Richmond proposed that a recommendation be put to full council that West Dean Parish Council write to the Chair of the Yorkley Court Solar Community Fund, copying in Forest of Dean District Council, asking whether the grant threshold could be increased due to inflation. This was seconded by Cllr Francis and agreed. The Asset Policy was reviewed, and no changes were made, however it was noted that due to the amended way in which the assets were valued had had an effect on the AGAR which would not reoccur in future, proposed by Cllr Grant, seconded by Cllr Richmond and agreed. Cllr Grant advised the Committee that the Deputy Clerk had produced a photographic asset register with locations and maps added. Cllr Grant asked that thanks to the Deputy Clerk be recorded for this work.	Recommendation to be added to Full Council.
4.3	Cllr Grant raised the issue of the Contract of Employment for the Handyman. It would seem that there are points within the contract which do not reflect the conditions relating to the job, these included: - • Working hours • Holiday Pay • Sickness After further discussion it was agreed that:- • The contract title should indicate it is now a job share. • The wording for the working hours would be clarified. • Holiday pay would be added to the payslips on a monthly basis, paid as per calculated entitlement. • Sickness entitlement would be noted as not applicable to this position. The signatures at the end of the contract also need to be changed to the Chair of Council, The Clerk/RFO and the Employee.	Clerk to amend contract of employment
5	Date of Next Meeting The next meeting is scheduled for Tuesday 18th November 2025 at 11.30am in the West Dean Centre. The meeting closed at 4pm	