



WEST DEAN PARISH COUNCIL

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GOVERNANCE & SCRUTINY COMMITTEE MINUTES

Minutes of the meeting held on 20th January 2026

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

Clerks: J Miles and P Holland

	<u>MINUTES</u>	<u>ACTION</u>
1	Apologies Apologies were received from Cllrs M Bennett & J Richmond	
2	Declaration of Interest None	
3	Minutes of the last meeting The minutes of the meeting held on 16 th September 2025 were proposed by Cllr Grant, seconded by Cllr Francis and agreed as an accurate record of the meeting. The Yorkley Court Solar Farm Fund query, item 4.1 of 16.09.25, was answered and it was agreed that there was nothing further to be done.	
4	Scrutiny & Review of Council Policies & Procedures	
4.1	• Anti-Fraud and Corruption Policy was reviewed, Cllr Freshwater proposed an amendment to page 3, Role of External Audit, to remove PK Littlejohn and replace with External Auditor. This was agreed. • General and Earmarked Reserve Policy was reviewed. Cllr Grant proposed an amendment to page 2, examples of unforeseen General Reserves spend could include, change Clerk illness to Staff illness. This was agreed. • Investment Policy was reviewed with no amendments required. ▪ The new Accessibility Statement was discussed, Cllr Grant proposed that the Clerks name should be removed and the word Clerk inserted, this would lead to less amendments in future.	Recommendation to present the Policies to Full Council for agreement of amendments and adoption.

	The new Information Technology Policy was discussed with 2 versions being reviewed. It was agreed that the GAPTC & NALC basic version should be put on the Parish Website to ensure Assertion 10 compliance with version 2 being developed with more detailed instructions. After further discussion it was agreed that as part of this the Clerk should email all Councillors with a list of questions relating to their Parish email addresses.	Clerk to expand version 2 for next Governance & Scrutiny meeting. Clerk to email questions to all Councillors
5	Invitation to Speak at Full Council The Committee discussed whether an Officer or Councillor should be invited to speak to Parish Council when there is a high-level District Council consultation to be presented and discussed. It was suggested that this would depend on individual cases, as due diligence should be given when inviting speakers to Full Council because there is a process for Officers whereas there isn't for Councillors.	
6	New Policy Requirements The committee discussed the need for an Infrastructure Policy/ Framework to ensure that the correct process is followed in any future projects. It was agreed that there was a need to define what constituted an Infrastructure Project. The Clerk was tasked with looking to see if there are any Policy Templates available, with bullet points/flow chart of the process.	Clerk to find a Policy Template to take to next Governance & Scrutiny meeting
	Cllr Francis asked if there was anything else that needed to be discussed. Cllr Freshwater informed the Committee that he had been working with the Clerk to reorganise the office IT, including computer backup, phones and other items. This work would overlap too many committees so he wanted it noted in the Governance & Scrutiny minutes. Cllr Freshwater spoke of the work being done and the possibility of introducing an out of hours evening contact system for the West Dean Centre. He also spoke of the Manul which is in the process of being written for the Centre.	
7	Date of Next Meeting The next meeting is scheduled for Tuesday 17th March 2026 at 11.30am in the West Dean Centre. The meeting closed at 1pm	