

Minutes of a meeting of the Policy Committee of Llandybie Community Council held at the Council Offices, High Street, Llandybie and on Microsoft Teams on Wednesday, 17th of March, 2024 at 7.00 p.m.

Present; Councillors P. H. Roberts, Mrs C. R. Thomas (Past Chair), Mrs A.J. Evans, D. W. Hopkins (Chair), H. Davies, J. W. Tandy (V. Chair)

Apologies; Cllr A. L. Thomas.

486.

To receive Apologies for absence

None received, Cllr A. L. Thomas was unavailable as indicated and apologies were received by the Clerk.

487.

Declarations of Interest.

There were none.

488.

Clerks update to Councillors on Policies and discuss new policies needed.

The Clerk explained that all Policies were up to date as discussed at the Statutory Meeting and there were no new policies advised by One Voice Wales, however as new CCTV systems were becoming common at our assets such as at Saron Park where a new system was due to be installed, the newly installed system at The Bowls and Tennis facility at Llandybie and the system at Penygroes Park, the Council was in his opinion the council was not clear in the way it deals with CCTV.

The Clerk further noted that there was no policy in place to deal with the ever growing part Social Media plays in our lives and indeed in that of the community council and it was only fair that Councillors were aware of what the council should expect in terms of use of Social Media and to further protect itself as a council from legal challenges and the risk of its public image being compromised.

The Clerk had prepared policies which he had circulated prior to the meeting and ask that these now be discussed as per the pre published Agenda.

The Chair agreed to move on to two items, a CCTV Policy and a Social Media Policy prepared by the Clerk.

489.

Discussion on new CCTV Policy.

The Clerk explained that council was year on year adding to the CCTV provision on its assets and this was first as a crime prevention and detection measure but also as way of protecting its assets and being in a position post incidents to claim back for insurance on criminal and incidental damage.

The Clerk went through the Draft Policy in detail and there were only three observations on the document.

Cllr A. J. Evans noted that there was a lack of a provision for access if the Clerk as the Administrator was unavailable, such as when on annual leave. The Clerk agreed that this was not currently catered for and agreed to include a provision that Administrative Officer be trained and given access to the system as a 'hand over'.

Cllr C. R. Thomas asked if the system deleted after 30 days, was the data still available? The Clerk said that he not believe so but would check with the service provider to make sure of his assumption.

Cllr P. H. Roberts asked if dog fouling offences could be acted on? The Clerk confirmed that it could via the Police initially, Cllr A. J. Evans concurred that it was a criminal offence and felt it should go through the Police first. The Clerk confirmed that it was a Police matter initially and for data protection purposes it would have to be at least reported and the Police would normally suggest that it then be passed on to County Council Dog Fouling Team.

It was as **recommended** that the Clerk amend the Policy for clarity on the above points and present to the next Ordinary Meeting on the 31st of July for comments and ratification.

470.

Discussion of Social Media Policy.

The Clerk went through the pre prepared Policy shared prior to the meeting and explained that a policy was needed to both protect the authority from challenges on its conduct and that of its councillors and to protect councillors of the authority by given them guidance on what was perceived as acceptable by Llandybie Community Council.

When asked by the Chair to explained what action can be taken in the case of a breach of policy, the Clerk explained that in consultation with One Voice Wales and the County Council, he had been made aware that there was guidance on what actions can be taken and drew to councillors attention the 'Model Local Resolution Protocol for Community and Town Council' he had shared prior to the meeting that had been prepared by One Voice Wales. The Clerk explained that Llandybie Community Council was not in a legal position to take any sanctions and used the example of Carmarthenshire County Council who even with a legal department could not investigate or take sanctions.

The advice in the case of any complaint brought to the Clerk or the Chair could only result in the Clerk on behalf of the authority making the person complained against aware of the complaint brought. The Clerk could however as best practice offer to meet to advise on the position and offer training or support. He concluded by saying it was the Ombudsman for Wales that had the powers to receive and deal with complaints. He shared a standard letter he had prepared to be issued if there was a complaint brought.

17th of July 2024

_____ Chair

It was as **recommended** that the Clerk present the Draft Policy to the next Ordinary Meeting on the 31st of July for comments and ratification.

471.

As there was no further business to discuss, the Chair declared the meeting closed at 6.50 p.m.