

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, 9^h of July, 2025 at 6.30 p.m.

Present; Councillors D. W. Hopkins (Past Chair), H. Davies, J. W. Tandy (Chair), A. J. Evans (V. Chair), R. A. Davies, R. Barnes.

Attending online; Councillors A. L. Thomas, A. W. Jones, D. Thomas

Apologies; Councillors C. R. Thomas, L Wilkins.

746.

To receive Apologies for absence

Councillors C. R. Thomas and L. Wilkins tendered apologies.

747.

Declarations of Interest.

There were none.

748.

Naming of new merged committees and to add to Standing Orders.

It was decided in the June Ordinary Meeting to rationalise committees and the Chair made the following proposal for the naming of the new committee structure;

- Parks and Play Areas, Rights of Way and Environment to be called Green Spaces Committee.
- Policy and Employment to be merged and called Policy and Employment.
- Finance Committee to remain as Finance Committee.
- Community Development and Raising the Profile of the Council to be merged and called Community Profile Committee.
- Planning Committee, Ordinary Meetings and Statutory Meeting to remain as stand alone meeting with the same titles.

It was **recommended** to accept the proposal and report for resolution to the Ordinary Meeting at the end of July.

749.

Clerks to update Councillors on Current Policies.

The Clerk drew attention to, and listed the current policies in place that are on the council's website and asked for any suggested Policies. There was no suggestion or proposal.

The response was noted to be added to the minutes.

750.

Discussion on new policy on Habitual or Vexatious Complaints Policy.

The Clerk opened discussion by asking to discuss the policy of Habitual or Vexatious Complaints shared at the May Ordinary Meeting and read through the key points of the Policy.

V. Chair Cllr A. J. Evans felt that the Policy already in place could cover the Council in event of a challenge by having two similar policies in place. The Chair Cllr J. W. Tandy felt the policy in question namely the Unacceptable Behaviours Policy was more aimed at Councillors. V. Chair Cllr A. J. Evans read out a passage and felt that it could be read as both public and councillors.

The Clerk **proposed** that he review both policies and report to the next Policy Committee later in the financial year.

751.

Policy for tendering when 3 replies are not received, Clerk to prompt discussion.

The Clerk reported that he had recently been trying to get three tenders for water testing in the council's facilities but had only got one reply.

The V. Chair asked in the circumstances that we accept the fact that the process had been put out and only one reply received, Cllr A. Jones was concerned that councillors were being asked to make a decision without seeing the tender, the Chair Cllr J. W. Tandy intervened and expressed his view that Council does not normally see all the information relating to tenders.

Cllr A. Jones asked that the tender be shared with the committee and that it could be put before the next Ordinary Meeting for resolution.

It as **recommended** that the Clerk share the tender and the Ordinary Committee be presented with the information as part of the minutes for resolution.

752.

Discussion on new Policies to be looked at in 2025/26

The Chair wanted to raise one particular policy on data storage and document sharing when emails send out multiple documents that have to be stored on computer server which was not in line with a 'green' way of doing our administrative work.

Cllr R. A. Davies felt that as long as documents were still easy to access that it seemed feasible, Cllr D. W. Hopkins felt that the council's effect on the environment with this move was minimal and that it was unnecessary.

Cllr A. Jones said that he understood the principle behind it but felt that more detail be put together to allow an informed decision, Cllr R. A. Jones asked that the idea be looked at in more detail and reported to the next Ordinary Meeting.

It was **recommended** the Chair work with the Clerk to out a proposal together for the next Policy Committee later in the Financial Year.

753.

Clerk to update current position on the two Staff Appraisal Interviews completed in March 2025.

The Clerk explained that the Staff Appraisal Interviews had taken place in March and that his as Clerk had been signed by the chair, and he had signed the Administration Officers appraisal, both offered a positive outcome.

It was **recommended** to include this in the minutes.

The Chair offered an update after passing the quarterly timesheets for both members of staff and he had found that the Administrative Officer was working more hours than the contracted hours, the Clerks hours fluctuated between doing less in some months and more in others.

The Chair proposed that the committee ask the Ordinary Meeting to consider adding 2.5 hours a week to the Administrative Officers time taking the weekly hours to 17.5 per week, the Clerk was asked to look at rationalising his working pattern and delegate some work to reduce his hours. The Chair felt as a responsible employer this could not be ignored.

Both Cllrs R. A. Davies and A. Jones asked for more detail to be presented at the next Ordinary Meeting.

It was **recommended** the Chair and the Clerk present a short report to the next Ordinary Meeting.

754.

Clerk to update on current staff training.

The Clerk updated the committee that he was currently studying the CILCA qualification which as previously reported a grant was secured from Welsh Government to pay for the qualification.

The Administrative Officer had asked to attend a course to update her skills in Microsoft Excel and a suitable course would be found to agree to that request.

It was **recommended** to record this in the minutes for resolution at the next Ordinary Meeting.

755.

Clerk to outline training opportunities for new and experienced councillors.

The Clerk opened discussion by stating that six of the most recently elected councillors had not attended any form of training and asked that when he shares the most recent training courses available by One Voice Wales, especially New Councillor Induction and Code of Conduct Training.

It was as **recommended** that the Clerk email the latest training opportunities.

756.

As there was no further business to discuss, the Chair declared the meeting closed at 7.08 p.m.