

15th of April 2026

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, 15th of April, 2026 at 6.30 p.m.

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

Attending online;

Apologies; Councillors C. R. Thomas, A. L. Thomas, R. A. Davies, D. Thomas

Absent; Councillors A. W. Jones.

Clerk, D. Nicholas, Clerk & RFO

Note taker, S. Taylor, Administrative Officer

929.

To receive Apologies for absence; Councillors C. R. Thomas, A. L. Thomas, R. A. Davies and D. Thomas tendered apologies.

930.

Declarations of Interest.

There were none.

931.

Clerks to update Councillors on Current Policies.

The Clerk drew attention to and listed the current policies in place and the list shared with Councillors before the meeting.

The Clerk further explained that he has reviewed in detail our policies and the following policies have been updated.

- **Equality Opportunities Policy**

After discussion of the changes, it was proposed by Cllr D. W. Hopkins that the changes be accepted and the policy be adopted, this was seconded by Cllr R. Barnes.

- **Publications Scheme**

The revised policy was explained in detail by the Clerk and Cllr D. W. Hopkins proposed they be accepted and adopted; this was Seconded by Cllr R. Barnes.

- **Risk Register (not strictly a policy but part of policy to have one)**

The Clerk explained the rationale, and it was proposed by Cllr R. Barnes and Seconded by Cllr L. Wilkins that the changes be accepted and adopted.

- **Financial Regulation (although part of standing orders)**

The Clerk again explained the changes in detailed, and Cllr A. J. Evans, V. Chair asked that a registration form of personal interests be created each year that Councilors sign to state various facts such as not being in arrears with Council Tax payments, the Clerk offered to create this.

Cllr J. Tandy Chair proposed that the changes be accepted subject to the Clerks amendments, this was seconded by Cllr L. Wilkins

- **Data Protection**

The Clerk explained the need for changes and the gaps in policy that could leave the council exposed, Cllr A. J. Evans, V Chair asked that consideration be given as to what the actions needed would be in case of a data breach, the Clerk offered to add a caveat into the policy, Cllr J. Tandy, Chair proposed this be accepted and this was seconded by Cllr R. Barnes.

The response was noted to be added to the minutes and it was agreed to **recommend** to the next Ordinary Meeting that these updates be resolved and accepted.

932.

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

The Clerk went through a list of new policies he had created to identify gaps in covering the council when undertaking its business.

- **Grant award policy**

The Clerk explained that there was no formal policy and this now offered an easy explanation to community applicants when identifying if they are eligible to apply, or when having to turn down applications from groups or businesses that were not eligible.

Cllr A. J. Evans, V. Chair asked that a reference be added to make it clear that generally applications can be made once a year but that in special circumstances more than one application can be made.

Cllr J. Tandy, Chair proposed that the policy be accepted on the basis the Clerk adds in a sentence of explanation, this was Seconded by Cllr D. W. Hopkins.

- **Managing staff & volunteers**

The Clerk explained that in lieu of the Council's aspiration of doing more community events the need for volunteers may arise and suggested this policy is needed, this was accepted but Cllr AJ. Evans, V. Chair proposed that a caveat be added with reference to DBS Checks.

This was Proposed by Cllr D. W. Hopkins and seconded by Cllr R. Barnes.

- **Model complaints policy**

The Clerk went through the policy and asked for comments, Cllr J. Tandy, Chair asked that the Clerk put the landline number down as a contact and not his mobile number, and Cllr A. J. Evans, V. Chair asked if we could publish complaints, the Clerk explained that this would be in breach of data protection, but if asked under the Freedom of Information Act, the council could give a figure on how many and what the nature of the complains were without specific reference to the complainant and the detail of the circumstances.

It was proposed by Cllr D. W. Hopkins, a subject to the changes the policy be adopted and this was seconded by Cllr R. Barnes.

- **Training Development policy**

The Clerk explained that One Voice Wales and other government bodies were starting to look at the uptake by new and experienced councilors of training opportunities and had created a policy to focus on the need for more training.

Cllr J. Tandy, Chair asked if there was a penalty for not undertaking the required training, for example, for new councilors within six months of election or cooption. The Clerk felt there was no clear penalty but would enquire if there were best practice examples via One Voice Wales but offered the idea that a training register could be kept highlighting those that need to improve.

It was proposed by Cllr R, Barnes that this be accepted subject of changes and this was seconded by Cllr L. Wilkins.

- **Section 6 Biodiversity Report**

Cllr J. Tandy, Chair asked that this be noted as a report and that the Clerk pass on actions to the next Green Spaces Committee.

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

933.

Clerk to update members on the current position on pay grades for 2026/27

The Clerk explained that he started on Point 33 in April 2024 and will move to Point 35 in April 2026 and the Administrative Officer started on Point 14 in April 2024 and will move to point 16 in April 2026.

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This was accepted as both staff were working through the salary point points range.

934.

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 is currently being reviewed by the chair, and he had undertaken the Administration Officers appraisal which he had signed off with a positive review.

It was **recommended** to include this in the minutes and the Chair to complete his review.

935.

Clerk to update on current staff training.

The Clerk updated the committee that he was now completing the CILCA qualification with the two of 30 submissions being submitted in the next two weeks, all other 28 had been passed. He had also completed a 6 day 'Working with your Community Management' set of seminars via WLGA.

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.

936.

Clerk to outline training opportunities for new and experienced councillors.

The Clerk opened discussion by stating that many councillors had not attended any form of training when had had shared the most recent training courses available by One Voice Wales, he referenced the newly adopted policy of an earlier item and offered to raise this as an agenda item in future meetings.

It was as **recommended** that the Clerk continue email the latest training opportunities and include as an agenda item in future meetings.

937.

As there was no further business to discuss, the Chair declared the meeting closed at 7.20 p.m.