

Minutes of a meeting of the Policy Committee of Llandybie Community Council held at the Council Offices, High Street, Llandybie on Wednesday, 6th February, 2018 at 7.15 p.m.

Present

Councillors	D. Hopkins	P. H. Roberts	Mrs K.D.L Davies
	R.A. Davies		

Apologies

Councillor	I. Rh. Llewelyn	C.J Harris
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463.

Review of Policies and Documents

Asset Register - the Clerk had updated the register and made the following amendments:-

- a) added Cilyrychen Clock and glass structure.
- b) added Public Conveniences at Llandybie and Penygroes which now were officially leased from Carmarthenshire County Council.
- c) removed land on the site of the old bus shelter at High Street, Llandybie.
- d) revised valuations for the chains of office undertaken by Ernest G Brooks Jewellers of Ammanford.
- e) added a new laptop for the Administration Officer.
- f) revised the total of wayside seats to 115.

464.

To Consider a revised Welsh Language Policy

The Committee were asked to consider a revised Welsh Language Policy which followed a template recommended by the Welsh Language Board. Llandybie Community Council was already a fully bilingual Council and there had been very few minor amendments to consider.

It was **recommended** that the policy be adopted.

465.

To Consider revised Standing Orders

The Committee were asked to consider revised Standing Orders which followed a template recommended by the Society of Local Council Clerks and One Voice Wales. The Clerk had reviewed the current Standing Orders of the Council and amended where appropriate, and which now provided in full for the General Data Protection Regulations introduced in 2018.

It was **recommended** that the policy be adopted.

466.

General Data Protection Regulations – new policies

The introduction of new GDPR guidelines in May 2018 had required new policies to be drafted for the following :-

Chair

- a) Data Protection Policy Employment
- b) Data Protection Policy
- c) Information Security Policy
- d) Records Management and Retentions Policy and list of retention schedule
- e) Personal Data Breach Policy
- f) Subject Access Request Policy
- g) General Privacy Notice
- h) Recruitment Privacy notice

It was **recommended** that the policies be adopted.

(ii) All other documents and policies were examined and it was **recommended** that they would remain as agreed in February 2018.

467.

Terms of Reference for Committees

A review of the Terms of Reference for all Committees had been undertaken by the Clerk and it was **recommended** that they should be adopted and confirmed at the next Full Council meeting.

468.

As there was no further business to discuss, the Chair declared the meeting closed at 7.45 p.m.