

**Minutes of a meeting of the Policy Committee of Llandybie Community Council held at the Council Offices, High Street, Llandybie on Wednesday, 7th February, 2018 at 7.10 p.m.**

**Present** Mrs J. Collins (Chair of the Council)

Councillors D. Hopkins P. H. Roberts

**Apologies**

Councillor I. Rh. Llewelyn C.J Harris Mrs K.D.L Davies

**212.**

**Review of Policies and Documents**

(i) **Asset Register** - the Clerk had updated the register and included the new laptop purchased by Council for the Clerk. The parks and play areas owned on lease or licence had been entered at a value of £1 as recommended by One Voice Wales.

(ii) All other documents and policies were examined and it was **recommended** that they would remain as agreed in February 2017.

**213.**

**To Consider a draft Pay policy**

The committee were asked to consider a draft Pay policy which followed a template recommended by the Society of Local Council Clerks and One Voice Wales. The policy recognises managing pay fairly, staff being rewarded fairly, equality of opportunity, and the use of nationally negotiated pay schemes. It was **recommended** that the policy be adopted.

**214.**

**To Consider a draft Reserves policy**

The committee were asked to consider a draft Reserves policy which followed a template recommended by the Society of Local Council Clerks and One Voice Wales. The identification of General and Earmarked reserves is to be recognised annually by the Finance Committee having taken recommendations from the Community Development committee. It was **recommended** that the policy be adopted.

**215.**

**General Data Protection Regulations**

The Chair had recently attended a number of presentations on GDPR and informed Members that our procedures on storing sensitive information would come under greater scrutiny. The security of the Council's IT systems would need to be reviewed and it was **recommended** that the Clerk speak to our main IT supplier, Morgan and Morgan Ltd, Cross Hands to review our current systems and to make recommendations to comply with GDPR. Morgan and Morgan are one of a very few specialist companies accredited to deal with this.

**216.**

As there was no further business to discuss, the Chair declared the meeting closed at 7.30p.m.

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Chair