

**Minutes of a meeting of the Policy Committee of Llandybie Community Council held at the Council Offices, High Street, Llandybie on Wednesday, 1st February, 2017 at 7.15 p.m.**

**Present**

Councillors	Mrs J. Collins	P. H. Roberts	D. Hopkins
	Mrs J. Evans		

**Apology**

Councillor	I. Rh. Llewelyn
------------	-----------------

**1334.**

**Appointment of Chair for the meeting**

It was **resolved** that the Vice Chair of Council, Councillor Mrs J. Collins would Chair the meeting.

**1335.**

**Review of Policies and Documents**

(i) – **Financial Regulations** - The Clerk had received revised draft copy of the Financial Regulations from One Voice Wales which needed to be considered and amended as appropriate for Council.

The committee **recommended** that the Council Financial Regulations be amended to adopt the new draft version provided by OVW with some amendments. New copies would be provided following all amendments.

(ii) **Asset Register** - the Clerk had updated the register and included the new laptop purchased by Council for the Clerk.

(iii) All other documents and policies were examined and it was **recommended** that they would remain as agreed in February 2016.

**1336.**

**To Consider a draft Complaints Policy**

The committee were asked to consider a draft Complaints policy which followed a template recommended by the Society of Local Council Clerks. The Policy sets out clearly the procedures and timescales for dealing with Complaints and any appeals that may be required. It was **recommended** that the policy be adopted.

**1337.**

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

---

Chair