Minutes of a meeting of the Policy Committee of Llandybie Community Council held at the Pavilion, Llandybie and on Microsoft Teams on Wednesday, 15th of July, 2026 at 6.30 p.m.

Present; Councillors J. W. Tandy (Past Chair), A. J. Evans (Chair), C. R. Thomas, D. Thomas,

Attending online; J. E. Davies (V. Chair), R. A. Davies.

Apologies; Councillors R. Barnes, L Wilkins, A. L. Thomas, A. W. Jones.

Absent; None

Clerk, D. Nicholas, Clerk & RFO

Note taker, S. Taylor, Administrative Officer

1013.

To receive Apologies for absence; Councillors R. Barnes, L Wilkins, A. L. Thomas, A. W. Jones tendered apologies through dispensation since April 2026.

1014.

Declarations of Interest.

There were none.

1015.

Chair to start discussion of staffing and policies on succession planning

The Chair asked the Clerk to explain the procedure for developing a policy on the growth opportunity and staffing implications for the upcoming discussion on Organisational Development, Succession Planning and Community Growth Strategy.

The Clerk explained that to be clear and guide the council in this more innovative approach to conducting its business that a policy would need to be in place. He further added that he had drafted a policy and would take into consideration the discission over the new strategy and include the points discussed and share a draft policy before the next Policy & Employment Committee in September.

It was proposed to accept the Clerks recommendation by Cllr D. Thomas and Seconded by Cllr C. R. Thomas.

The response was noted to be added to the minutes and it was agreed to **recommended** that the new policy be presented at the next Policy & Employment Committee in September.

1016.

Discussion of report on Organisational Development, Succession Planning and Community Growth Strategy

The Chair asked the Clerk to start the discussion by referring to any comments he'd had prior to sharing the strategy with committee members. He also confirmed that the council's insurers had confirmed there was cover in place under Key Person Insurance for up to £2,500 to bring in a locum in the event of a key staff shortage episode.

The Chair felt that this may be insufficient and it was agreed that the Clerk look at a higher amount of cover.

The Clerk referred to a very useful set of observations by Cllr A. W. Jones who had emailed the Clerk but was unable to attend the meeting. He noted the observations as follows;

- How many third sectors offer similar services.
- Is there duplication on some or many of the suggestions.
- Consideration of deputy clerk possibly prudent.
- Cost to the Taxpayer needs clarifying.
- Grants rarely come with revenue, but capital.
- Is this a job share to mitigate key person risk.
- Are other Councils doing same can services be bought in ad hoc basis.
- Insurance (key person) valid proposition subject to costs.
- Outsourcing needed to compare what statutory requirements Council currently perform.
- All other services optional should be costed on value for money, offering additional not duplication as stated.

The Clerk discussed the points in detail and offered to research these points and incorporate them into he's second draft report and explained that he would be including KPI's (key performance indicators) into the final draft for consideration.

Cllr D. Thomas concurred that the observations by Cllr D. Thomas were very useful and felt that we should be discussing a Deputy Clerk Role as an Option C and should offer some kind of incentive or tie in to keep them in the role.

Cllr J. W. Tandy agreed that a Deputy Clerk role should be considered but any kind of tie in was difficult. He also felt that the Responsible Finance Officer and Apprenticeship were two different solutions, the Clerk wanted it noted and clarified he was not referring to a RFO in the report but it was referring to more of a bookkeeping role with digital software accounting skills.

Cllr J. W. Tandy further offered that maybe the Deputy Clerk role could be included and this considered as an Option C and other areas as well as the finance role could be considered in the job description such as monitoring footpaths, and that this could be part time or full time, he also felt if there was funding an apprenticeship cold also be considered alongside.

Chair, Cllr A. J. Evans wanted it noted that her aspiration was that this exercise was to establish the preferred role and create a budget for it for the future growth of the council in its part in enhancing the community.

Cllr J. E. Davies felt that the Finance Officer was a good starting point and working out how much time that would free up to give the Clerk better scope to look at new areas. Then build the extra duties suggested by Cllr J. W. Tandy around that.

The Clerk explained that in 2024 Ine Voice Wales had completed a Time & Motion exercise and that he could refer to that in working out the benefits and KPI's.

The Chair concurred and Cllr C. R. Thomas agreed and proposed that the principle of a new role to be created be accepted and recommended to the next Ordinary Meeting and Cllr D. Thomas seconded this.

The Chair asked for show of hands, and this was agreed by all, except Cllr R. A. Davies who abstained on the grounds he had not read the report in detail and the sound through is IT Tablet was nit clear during the debate.

It was passed the **recommend** to the next Ordinary Meeting that in principle a new role be created and that the Clerk produce another draft with KPI's and clearly showing the budget implications for the financial year 2027/28. This draft report would further be considered with three options at the next Policy & Employment Committee in September 2026.

1017.

Training opportunities for new and experienced councillors.

The Chair once again opened discussion on the various training opportunities that were available and urged new and more experienced councillors to take up the training modules offered by One Voice Wales and other bodies which the Clerk shares with all councillors.

The Clerk offered his support in that he could facilitate one to one session on specific matters as in house training if there was certain detail that any councillors wanted clarification on.

The Chair suggested that the Clerk contact those councillors who were planning to stand for re election in May 2027 and offer these upskilling opportunities to them

It was as **recommended** that the Clerk continue email the latest training opportunities and include as an agenda item in future meetings and contact all councillors to ascertain without influence who was standing in the May 2027 elections.

1018.

As there was no further business to discuss, the Chair declared the meeting closed at 7.02 p.m.

15^{th} of July 2026