

10th of June 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, 10th of June, 2026 at 6.30 p.m.

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

Attending online; None

Apologies; Councillor, R. A. Davies,

Absent; Councillor A. W. Jones.

Clerk, D. Nicholas, Clerk & RFO

Note taker, S. Taylor, Administrative Officer

962.

To receive Apologies for absence; Councillors R. A. Davies tendered apologies through dispensation since April 2026.

963.

Declarations of Interest.

There were none.

964.

Clerks to update Councillors on Current Policies.

The Clerk explained that he has reviewed in detail the amendments needed after the previous committee and the following policies have been updated.

Financial Regulation (although part of standing orders); The Clerk has created a form for as per the meeting instruction that offers the clear statement that Councilors will keep Council Tax Accounts up to date, and abide by the Code of Conduct, the form had been reviewed prior to the meeting by the Chair and Vice Chair.

The Clerk recommended the form now be sent for a review of the final wording to the Monitoring Officer at Carmarthenshire County Council before adoption, particularly if the Council intends to make completion of the declaration a condition of co-option or an annual requirement for members. This helps ensure the form aligns with the Welsh Government Model Code of Conduct and data protection obligations.

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This was proposed to be **recommended** by Cllr R. Barnes and Seconded by Cllr C. R. Thomas.

Grant Award Policy; Reference to more than one application per annum for grants in special cases had been added.

It was agreed to accept the changes, and a **recommendation** was proposed by Cllr R. Barnes and Seconded by Cllr D. Thomas.

Staff & Volunteer Policy; Reference has been added to include the need for DBS Checks, discussion was had after Cllr J. W. Tandy enquired if Councilors generally needed a DBS Check, it was agreed the Clerk will seek advice from One Voice Wales before adoption of the policy.

Complaints Policy; The Clerk has amended the contact details to include the landline number.

The changes **recommendation** was proposed by Cllr R. Barnes and Seconded by Cllr D. Thomas.

Training & Development Policy; Regarding members training, the Clerk has started a register of members participation in training opportunities.

The changes were proposed by Cllr C. R. Thomas and Seconded by Cllr D. Thomas.

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.

965.

Clerk to update to members on pay grades and passing his CILCA qualification.

The Clerk explained that he successfully completed his SLCC CILCA training and informed the committee that he had discussed his contract that was signed when he was formally employed at the start of December 2022 with the Chair Cllr A. J. Evans, the contract states that on completion of higher qualification, CILCA included, the post holder would be eligible for a 1 to 4 point rise on the NLC pay scale.

For clarification the Chair read out a section of the contract of employment, the Clerk informed the Committee that he only had one point to go before reaching the top of the pay scale for the post, and he is currently on Point 35.

It was agreed to **recommend** the next Ordinary Meeting to honor the contract obligation and award one point on the NLC pay scale from the date of the completion on the formal certificate and move the Clerk to Point 36 on the NLC pay scale.

966.

Addressing a discrepancy in the Administration Officers Working from Home Allowance.

The Clerk explained to members that during the annual review of the Administrative Officers' performance and post duties a discrepancy came to light. The previous post holder had received a working from home allowance, but this was not afforded to the current post holder even though it is in the Contract of Employment, the Clerk explained that this was not picked up by him or the previous payroll service provider and asked that the committee consider offering a monthly home allowance as per the Contract of Employment. This amount is £440.00 per annum paid for monthly instalments.

Cllr C. R. Thomas asked that this be back dated to the start of the contract and asked we ask the next Ordinary Meeting to approve the payment backdated to August 2023.

This was proposed by Cllr R. Barnes and Seconded by Cllr L. Wilkins.

It was **recommended** the Ordinary Meeting of June 2026 agree to pay the monthly ratio amount of £36.00 per month and pay arrears to from August 2023.

967.

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 the Chair at the time Cllr J. W. Tandy had given a favourable conclusion on the Clerks appraisal. He further stated that he had completed the same exercise for the Administrative Officer as Clerk and line manager and given a favourable review.

It was **recommended** to include this in the minutes for the record.

968.

Chair to discuss staff succession planning and risk management.

The Chair asked for discussion around exploring an opportunity to support the staffing requirement moving forward to provide continuity if for example the Clerk were to leave or must take time off work and asked for discussion around roles such as an apprentice, Deputy Clerk or some other role.

The Clerk felt that currently all the duties carried out by the current staff structure was being undertaken within reason and within contracted hours, however he felt that the continuity reasoning was a valid one.

Cllr C. R. Thomas felt an apprentice would be precarious position given that the post holder once gaining the knowledge could leave before the Clerk had left the post.

V. Chair Cllr J. E. Davies asked that 'key person insurance' be looked at which would allow a locum to be employed as cover if there was a disruption to the Clerks role.

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The Clerk said that this was feasible and would enquire with the councils' insurers but also felt that the position of a longer-term staffing strategy should be looked at with his probable retirement some 6 years away.

Cllr D. Thomas suggested that the Clerk compile a report to be brought to the next Policy & Employment Committee to discuss the matter in detail, this was seconded by Cllr C. R. Thomas.

This was **agreed** that the Clerk prepare a report for discussion at the next Policy & Employment Committee.

969.

Training opportunities for new and experienced councillors.

The Chair 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.

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

970.

As there was no further business to discuss, the Chair declared the meeting closed at 7.09 p.m.