

KIDWELLY TOWN COUNCIL

4th JUNE 2019

At the meeting of the **POLICY & RESOURCES COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 4th June 2019

Present	Town Mayor	C.Davies
	Deputy Mayor	
	Councillors	J.Gilasbey, C.Peters-Bond, J.Bezant, G.Jones G.Beer, D.Lloyd-Waterford, C.Peters, B.A.Williams, A.Jenkins, L.Jones, J.Mayne, P.Thompson, J.Parry
	Town Clerk	V. O'Reilly
	Town Secretary	A Padgett
Apologies	Councillors	T.Burnett, S.Ratty
No Apologies		

70 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Policy & Strategy Committee Meeting of 2nd April 2019 **There are no matters arising.**

71 COUNCILLOR'S ALLOWANCE POLICY

It was agreed that:-

- allowances should be paid at the end of each financial year.
- expenses should be paid monthly on receipt of invoices

Virement of any unclaimed invoices will be investigated.

A formal policy will be drawn up.

72 FIVE YEAR STRATEGIC PLAN

It was agreed that the time period of the plan be reduced to a Three Year Strategic Plan.

The Town Square should be the first priority, followed by "Changing Places" at the toilets, then Quay development. Funding will be included in next year's budget.

It was noted that the Ni/Us group has commenced a project to clean and paint the properties in Bridge Street. A Town Scape grant will be investigated.

It was **RESOLVED** that a Consultation Evening be held to elicit ideas from the public and prioritise developments. Schools will be invited to participate as the views of children are considered very important.

73 STAFF REVIEW

An organisational review will be carried out. The staffing review was referred to the Establishment Committee. Note and **Close** this item.

74 FLEXIBLE WORKING HOURS POLICY

A flexible working hours policy will be drafted and considered at the Establishment committee. Note and **Close** this item.

75 MEDIA RELATIONS POLICY

It was agreed that the use of technology should be more widely used to promote the council's activities and let residents know who councillors are. Monthly e-mail messages outlining council events and activities should be sent with a media release once a week. Guidance on this policy will be sought from the county Monitoring Officer.

76 WELSH LANGUAGE POLICY

The Welsh Language Commission standards only apply to County Councils and not Town and Community Councils. One Voice Wales is currently drawing up policy guidelines. The town council will await the outcome of this document. It was reiterated that the town council is committed to promoting the Welsh language and culture. Note and **Close** this item until the new guidance has been received.

KIDWELLY TOWN COUNCIL

2nd JULY 2019

At the meeting of the **POLICY & RESOURCES COMMITTEE** held at the Princess Gwennllian Centre, Kidwelly on Tuesday 2nd July 2019

Present	Town Mayor	C.Davies
	Deputy Mayor	T.Burnett
	Councillors	J.Gilasbey, C.Peters-Bond, J.Bezant, A.Jenkins G.Beer, D.Lloyd-Waterford, C.Peters, B.A.Williams, L.Jones, J.Mayne, P.Thompson, J.Parry
	Town Clerk	V. O'Reilly
	Town Secretary	A Padgett
Apologies	Councillors	S.Ratty
No Apologies		G.Jones

142 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Policy & Resources Committee Meeting of 4th June 2019

143 COUNCILLOR'S ALLOWANCE POLICY

The draft policy was considered and amendments made. It was **RESOLVED** to adopt the policy. Note and **Close** this item.

144 THREE YEAR STRATEGIC PLAN

It was previously agreed that the time period of the plan be reduced to a Three Year Strategic Plan. Business Wales has indicated its willingness to assist.

The county councillor will provide information on the county strategic plan proposals, timescales and funding initiatives. It was previously **RESOLVED** that a Consultation Evening be held to elicit ideas from the public and prioritise developments. Schools will be invited to participate as the views of children are considered very important.

145 MEDIA RELATIONS POLICY

It was previously agreed that the use of technology should be more widely used to promote the council's activities and let residents know who councillors are. The draft policy was considered and alterations made. The legal position of item 5b will be queried with One Voice Wales. It was **RESOLVED** to adopt the policy. Note and **Close** this item.

146 RECYCLING POLICY

The draft policy was considered and amendments made. It was **RESOLVED** to adopt this policy. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

3rd SEPTEMBER 2019

At the meeting of the **POLICY & RESOURCES COMMITTEE** held at the Princess Gwennlian Centre, Kidwelly on Tuesday 3rd September 2019

Present	Town Mayor	C.Davies
	Deputy Mayor	
	Councillors	J.Gilasbey, C.Peters-Bond, J.Bezant, A.Jenkins G.Beer, D.Lloyd-Waterford, C.Peters, B.A.Williams, J.Mayne, P.Thompson, J.Parry
	Town Clerk	Absent with apologies –Cllr P.Thompson substituted
	Town Secretary	A Padgett
Apologies	Councillors	L.Jones, S.Ratty, T.Burnett
No Apologies		

213 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Policy & Resources Committee Meeting of 2nd July 2019

214 THREE YEAR STRATEGIC PLAN

It was previously agreed that the county councillor will provide information on the county strategic plan proposals, timescales and funding initiatives. It was previously **RESOLVED** that a Consultation Evening be held to elicit ideas from the public and prioritise developments. Schools will be invited to participate as the views of children are considered very important.

Some time ago reports were submitted to council detailing proposals for marketing, tourism and commerce strategies. These will be re-circulated. The estates officer will explore the options for a Green Burial Site. It was confirmed that the following are priorities:-

1. Town Square enhancement
2. Development of play parks
3. Floral enhancement

Councillor Jenkins will return the plans previously drawn up for the square development. They will be circulated prior to the next meeting.

215 COMPLAINTS POLICY

The draft policy was considered and amendments made. The policy states that a complaints panel will be elected. This will be done. It was **RESOLVED** to adopt this policy. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

1st OCTOBER 2019

At the meeting of the **POLICY & RESOURCES COMMITTEE** held at the Princess Gwennlian Centre, Kidwelly on Tuesday 1st October 2019

Present	Town Mayor	C.Davies
	Deputy Mayor	T.Burnett
	Councillors	J.Gilasbey, J.Bezant, A.Jenkins G.Beer, D.Lloyd-Waterford, B.A.Williams, J.Mayne, J.Parry
Apologies	Town Clerk	Virginia O'Reilly
	Town Secretary	A Padgett
	Councillors	L.Jones, C.Peters, C.Peters-Bond, P.Thompson, S.Ratty

No Apologies

296 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Policy & Resources Committee Meeting of 3rd September 2019

297 THREE YEAR STRATEGIC PLAN

Town Square Development

Plans and designs from an earlier project had been circulated but were considered out of date.

It was **RESOLVED** to form a sub-committee chaired by the estates officer. Input from external agencies will be sought to advise on environmental and conservation issues.

Cemetery

It was agreed that the town cemetery needs attention. In particular, the retaining wall and railings of the memorial garden, require urgent remedial/reconstruction work. As a Burial Authority the town council has a legal duty to provide suitable facilities at the cemetery.

298 FUTURE USAGE OF THE TOWN SQUARE

It was agreed that the usage of the town square would be an integral part of the design process of the square development project and would be considered during the consultation period. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

3rd DECEMBER 2019

At the meeting of the **POLICY & RESOURCES COMMITTEE** held at the Princess Gwennlian Centre, Kidwelly on Tuesday 3rd December 2019

Present	Town Mayor	
	Deputy Mayor	T.Burnett
	Councillors	J.Gilasbey, J.Bezant, A.Jenkins G.Beer, D.Lloyd-Waterford, B.A.Williams, J.Mayne, J.Parry, P.Thompson, C.Peters, C.Peters-Bond
Apologies	Town Clerk	Virginia O'Reilly
	Town Secretary	A Padgett
	Councillors	L.Jones, S.Ratty, C.Davies

This meeting was held prior to Full Council to clarify certain policy issues which have financial implications before the budget is approved.

416 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

417 COUNCILLOR ATTENDANCE ALLOWANCE

It was **RESOLVED** to amend the Councillor Expenses and Allowances Policy to include

“an allowance of £500 per annum can be claimed by the mayor”

418 CODE OF CONDUCT – COUNCILLOR TRAINING

The draft Code of Conduct Training Policy was considered and (with amendments) adopted. Included was a statement

“Existing members who have not already undertaken code of conduct training should endeavour to complete this within 12 months – from 1st January 2020.”

It was **RESOLVED** to include a statement requiring a reminder to be given 3 months prior to the end of this 12 month period.

It was noted that all new members receive an induction pack. Efforts will be made to ensure that the information provided has been read and understood.

In house training will be arranged as soon as possible for all members.

The on-line training proposed by the county council will be investigated.