

## KIDWELLY TOWN COUNCIL

19<sup>th</sup> APRIL 2016

At the meeting of the **POLICY & STRATEGY COMMITTEE** held at the Princess Gwennllian Centre, Kidwelly on Tuesday 19<sup>th</sup> April 2016

Present	Town Mayor	J.Gilasbey
	Deputy Mayor	S.John
	Councillors	A.Jenkins, J.Mayne, P.Thompson D.Lloyd-Waterford, M.Thomas
	Town Clerk	Lyn Llewellyn
	Town Secretary	A Padgett
Apologies	Councillors	L.Jones, T.Burns, J.Lewis, F.Burke-Lloyd

### **755 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **756 REVIEW OF MEDIA POLICY**

4.1 of the media policy was reaffirmed:-

*“The first point of call for all media enquiries is the Town Clerk. It is the Town Clerk’s responsibility to determine the most appropriate person to respond to any requests from the media and to ensure that there is a response that fully represents the council’s policies, aims and service provision.”*

It was recognised that councillors can of course express personal opinions as individuals and not as members of the council.

The inappropriate use of social media is a concern. It was agreed that a clause should be inserted into the media policy to reflect the council’s views. The town clerk will provide examples of social media policies for adaptation for council use.

### **757 TOWN SQUARE**

It was previously **RESOLVED** to transfer the town square from the county council to the town council, providing that negotiations are practical and economically viable. If this is completed favourably, the development of the town square would become first priority in the Strategic Plan. The draft transfer agreement will be circulated to members.

The town council requires that repair work on the toilets is carried out before the transfer goes ahead. The county council wants assurance that the transfer will take place before the work is undertaken. It was noted that the toilets are not DDA compliant. The county access officer will be contacted to address this issue. The county councillor will be asked to help facilitate the speed of the transfer.

## **758 TENDERS**

It was agreed that the tender process for the estates maintenance contract be commenced in the December before the existing contract expires. This will allow time for due consideration to be given to the tenders submitted. It was proposed that the town clerk and Chair of the Estates Committee open the tenders and prepare a matrix of information that would enable the members to assess which tender provided best quality of work and cost. The Chair would then not take part in the awarding of the tender. The town clerk will investigate the legality of this process.

It was **RESOLVED** to amend Clause 4 of the Land Management Policy to read as follows:-  
*“The Town Council will try to ensure that any vacant land is let at the earliest opportunity. All land that becomes vacant has to be subject to a tender process.”*  
This amendment will be ratified by Full Council on 17<sup>th</sup> May 2016.

## **759 FINANCIAL REGULATIONS**

It was agreed that a report on overdue rents should be presented to the Estates Committee at the end of each quarter. An additional clause will be added to the Financial Regulations and ratified at Full Council on 17<sup>th</sup> May 2016.

## **760 DATA PROTECTION DIRECTIVE**

The town council needs to comply with the Data Protection Directive. Councillor P. Thompson will assist in this. The Mayor will request information from One Voice Wales.

## KIDWELLY TOWN COUNCIL

**20<sup>th</sup> SEPTEMBER 2016**

At the meeting of the **POLICY & STRATEGY COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 20<sup>th</sup> September 2016

Present	Town Mayor	S.John
	Deputy Mayor	
	Councillors	T.Burns, J.Gilasbey, A.Jenkins, D.Lloyd-Waterford, M.Thomas, P.Thompson (Chair)
	Town Clerk	Virginia O'Reilly
	Admin. Assistant	Owain Davies
Apologies	Councillors	L.Jones, J.Lewis, J.Mayne

### **297 MEMBERS' DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **298 FIVE YEAR STRATEGIC PLAN**

A template was presented by the Town Clerk as an example document for members to populate with ideas. Discussions concerning previous work undertaken including a feasibility study in 2004 and an Action Plan written by the former Project Officer led the Town Clerk to clarify that the new five year strategic plan will be a global plan, incorporating the previous body of work conducted. Community organisations, such as the Town Forum, have expressed their interest in cooperating with the council on future plans. Once an Action Plan is agreed in future, part of the process will be to consult with community groups and organisations. It was agreed that a five year plan will be developed.

### **299 WELL-BEING OF FUTURE GENERATIONS**

The Chair gave a brief summary in addition to the document circulated to members pertaining to the Act. Discussions took place with regard to the Council adopting the Act as a working framework and developing a well-being plan. It was noted that much of the Council's work had already embarked on several key areas and a suggestion was made to report / promote what the Council has already achieved. It was agreed that the Act will be incorporated into the Town Council's Five Year Strategic Plan and steps taken by the Town Clerk to actively participate and involve the Council and committee with the local Public Service Board.

### **300 IT / COMMUNICATIONS / MEDIA POLICY**

Reference was made to the minutes of the previous meeting held in April where it was agreed that the media policy should be revised. In light of the discussions, it was noted that several of the Council's policies should be reviewed. It was agreed that the Disability and Discrimination policy and the Media policy should be reviewed as a matter of urgency. The Town Clerk will provide model policies for adaptation for council use. For reference, members are to receive an electronic copy of the latest policies and procedures, including a link to The Good Councillor's Guide.

### **301 PREFERRED CONTRACTOR LIST**

Discussions were held on creating a preferred list of contractors for the Council to improve the tendering process. Emphasis was given to the importance of transparency and providing a clear audit trail. It was agreed that the Town Clerk should investigate and report back to the committee with regard to the legalities of creating such a list by looking at how other councils operate.

### **302 REVIEWING TENDERING PROCESS**

Members were satisfied with the processes in place regarding land tenders. They expressed concern with the tendering process for work and requested a review of the procedure. It was agreed that a pre-tender evaluation matrix be drawn to ensure that tender applications adhere to the criteria before being considered by members, therefore allowing applicants to remain anonymous and ensuring the tendering process remains transparent.