

KIDWELLY TOWN COUNCIL

31st January 2017

At the meeting of the **POLICY & STRATEGY COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 31st January 2017

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

573 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

574 FIVE YEAR STRATEGIC PLAN

RSPB

Requests were made by members for the Town Clerk to re-establish contact with the RSPB with regard to discussing bird hides.

Community Energy Project

The Town Clerk expressed a wish to open discussions with community groups, to be engaged with projects within the Strategic Plan so as to build capacity and progress the aims. With reference to the Community Energy Project, discussions concerning previous surveys that had been conducted in the past showed there was scope in the area. It was noted that income generation would be an aim to such projects. A request was made to see if other community groups in the locality have conducted any similar projects. **It was RESOLVED that a working group be set up comprising of Cllr Burns, Cllr Peters-Bond, Cllr Jenkins and Cllr Gilasbey and report back to the next meeting with their findings.**

575 WELL-BEING OF FUTURE GENERATIONS

The Chair noted that Barry Liles had been named as the Chairman of Carmarthenshire's Public Service Board. The Chair recommended that KTC needs to commit further to the PSB. Discussions included a past meeting organised by the Older People's Commissioner for Wales and how statistically Kidwelly has the highest proportion of over 45s in the County. As with the previous meeting, 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 and to exploit the benefits of the area. Discussions were also held on ways of improving the environment for sufferers of Alzheimer's. **It was**

RESOLVED that Cllr Thompson, Cllr Lloyd-Waterford and Cllr Burns would attend Carmarthenshire's PSB.

576 MEDIA POLICY / DISABILITY POLICY / EQUAL OPPORTUNITIES POLICY

The WLGA guidance on Social Media was circulated to members. Discussions were held on KTC establishing a Social Media presence as a tool to interact with the electorate. Concerns were raised about the governance and practicalities of such a decision. **It was RESOLVED that a social media governance structure should be created prior to a decision being made on attaining a social media presence.** It was noted that the current Disability Policy is nearly obsolete as it pre-dates the relevant act and therefore in dire need of updating. Also, the Equal Opportunities policy is no longer legally accurate. It was agreed that both policies should be updated as a matter of urgency. Cllr Thompson will draft the policies by the next meeting.

577 PREFERRED CONTRACTOR LIST

The Town Clerk reported that One Voice Wales has advised that obtaining a preferred list was legal. Examples of a Pre-Qualification Questionnaire were circulated to members. It was noted that there wasn't any need to change the tender contract and the PQQ would be bound to KTC tendering policies. It was agreed that the Town Clerk and Estates Officer would draw a draft PQQ and bring it to the committee for approval.

578 REVIEWING TENDERING PROCESS

Examples of procurement principles were circulated by the Town Clerk and members were asked to feedback their views by the next meeting. Discussions were held about working in partnership with other community councils in the locality with the possibility of looking into sharing resources/best practice models. This will be added to the agenda of the next meeting. At the previous meeting 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. Concerns were raised about the openness of such a process and it was also noted that such a process wouldn't be as controversial with a preferred contractor list. It was agreed that the committee take advice to look at the possibilities of best practice.

579 SCHEDULING OF COMMITTEE MEETINGS

As policy matters need urgent consideration and updating the discussion drew on holding regular Policy and Strategy committee meetings. Due to the number of evenings during the month devoted to committee meetings it was suggested that the Policy and Strategy meeting not be held on a third separate evening. **It was RESOLVED that the committee meeting would be held every quarter in place of General Purposes and any urgent GP matters could be brought to the top of Policy committee meetings and assessed as necessary.**

580 AOB

A White Paper has been issued by the Welsh Government about the future of Local Government. The closing date for feedback is 11th April 2017.

KIDWELLY TOWN COUNCIL

4th July 2017

At the meeting of the **POLICY & STRATEGY COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 4th July 2017

Present	Town Mayor	A.Jenkins
	Deputy Mayor	C.Peters-Bond
	Councillors	V.Bevan-Jones, T.Burns, S.Davies, J.Gilasbey, G.Jones, D.Lloyd-Waterford, P.Thompson, J. Mayne, C.Davies
	Town Clerk	V. O'Reilly
	Estates Officer	S. Thomas
	Town Secretary	A Padgett
Apologies	Councillors	L.Jones, G.Beer

143 MEMBERS' DECLARATIONS OF INTEREST

Minute 146 - Cllrs C. Davies (left the room) and Cllr P.Thompson: Matters concerning the Community Energy Project

MATTERS REFERRED FROM THE GENERAL PURPOSES COMMITTEE

The county councillor's report was circulated and considered.

144 MEALS ON WHEELS

The following rota is to be arranged:-

Thursday 13 th July 2017	Cllr
Friday 14 th July 2017	Cllr
Thursday 10 th August 2017	Cllr
Friday 11 th August 2017	Cllr J.Gilasbey
Thursday 17 th August 2017	Cllr

145 WATERING OF HANGING BASKETS

Various options were explored. It was agreed that a watering plan needs to be in place before the start of next season. It was noted that flowers had been stolen from the planters in Alstred Street. These had been replaced by a volunteer. Thanks were expressed to Cllrs A.Jenkins and J.Mayne for the weeding and painting work undertaken. Cllr J. Mayne volunteered to water the baskets in Kidwelly. Cllr A. Jenkins will water the baskets in Mynydd y Garreg. It was **RESOLVED** to purchase a water carrier backpack for this purpose. Note and **Close** this item.

146 FIVE YEAR STRATEGIC PLAN

RSPB

The Town Clerk has re-established contact with the RSPB with regard to discussing bird hides.

Community Energy Project

The Town Clerk has initiated discussions with the Assembly Policy & Development Officer. The town council has land which could be made available for projects involving wind turbines and solar panel installation. Further investigations will be made.

Dementia and Autism friendly Town

It was proposed that the council work towards making the town more amenable to those with dementia and autism. It was noted that this initiative would include all other needs of the less-able in the community.

It was **RESOLVED** that reports on the following areas be prepared for discussion at Full Council on 5th September 2017:-

Dementia/Autism friendly town	– Cllr P.Thompson
Marketing & Tourism	– Cllr C.Davies
Floral Enhancement	_ Cllr J.Gilasbey
Commerce	_ Cllr V.Bevan-Jones
Town Square	_ Cllr A.Jenkins

147 WELL-BEING OF FUTURE GENERATIONS

Statistically Kidwelly has the highest proportion of over 45s in the County. As with the previous meeting, 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 and to exploit the benefits of the area. It was previously **RESOLVED** that Cllr Thompson, Cllr Lloyd-Waterford and Cllr Burns would attend Carmarthenshire's PSB. No further meetings had been held.

148 MEDIA POLICY

Proposals for setting up a Council Facebook Page had been circulated and were considered. It was agreed that if the proposal were to be instigated it must be operated and monitored by council staff. Various operational methods were discussed. Cost implications and staff time need to be assessed and factored into the next year's budget. To enable an accurate assessment of the proposal to be made it was **RESOLVED** to investigate cost implications, staff time and resources needed. This will be considered at the Finance Committee on 12th September 2017.

149 DISABILITY POLICY

Councillor Thompson will draft the policy by the next meeting.

150 EQUAL OPPORTUNITIES POLICY

Councillor Thompson will draft the policy by the next meeting.

151 PREFERRED CONTRACTOR LIST

The Town Clerk had previously reported that One Voice Wales has advised that obtaining a preferred list was legal. Examples of a Pre-Qualification Questionnaire had been circulated to members. It was noted that there wasn't any need to change the tender contract and the PQQ would be bound to KTC tendering policies. It was previously agreed that the Town Clerk and Estates Officer would draw a draft PQQ and bring it to the committee for approval.

152 REVIEWING TENDERING PROCESS

Discussions will be held about working in partnership with other community councils in the locality with the possibility of looking into sharing resources/best practice models. At the previous meeting 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. Concerns had been raised about the openness of such a process and it had also been noted that such a process wouldn't be as controversial as a preferred contractor list.

153 LOCAL RESOLUTION PROTOCOL FOR COMMUNITY COUNCILS

Due to time constraints, this item was deferred for consideration at the next meeting.

KIDWELLY TOWN COUNCIL

3rd October 2017

At the meeting of the **POLICY & STRATEGY COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 3rd October 2017

Present	Town Mayor	A.Jenkins
	Deputy Mayor	C.Peters-Bond
	Councillors	V.Bevan-Jones, T.Burns, J.Gilasbey, G.Jones, G.Beer, D.Lloyd-Waterford, C.Davies, T.Burnett, J.Bezant, P.Thompson
	Town Clerk	V. O'Reilly
	Estates Officer	S. Thomas
	Town Secretary	A Padgett
Apologies	Councillors	J.Mayne, L.Jones, S.Davies, C.Evans

270 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

MATTERS REFERRED FROM THE GENERAL PURPOSES COMMITTEE

The Meals on Wheels rota was arranged:-

Thursday 12th October 2017 – Cllr J.Gilasbey

Friday 13th October 2017 – Cllr G.Jones

Matters Arising from the Policy & Strategy Committee Meeting of 4th July 2017

271 MARKETING & TOURISM

272 COMMERCE

Reports for items **271** and **272** had been circulated and were referred for discussion at the next General Purpose Committee meeting on 7th November 2017. A Marketing/ Tourism/ Commerce Working Group comprising of Cllrs A.Jenkins, C.Peters-Bond, V.Bevan-Jones, G.Jones, C.Davies and T.Burnett will steer these initiatives.

273 TOWN SQUARE DEVELOPMENT

A report will be available at the next meeting.

274 WELL-BEING OF FUTURE GENERATIONS

Statistically Kidwelly has the highest proportion of over 45s in the County. As with the previous meeting, 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 and to exploit the benefits of the area. It was previously **RESOLVED** that Cllr Thompson, Cllr Lloyd-Waterford and Cllr Burns would attend Carmarthenshire's PSB. No further meetings had been held.

275 MEDIA POLICY

It was noted that this policy should be integrated into the overall strategies to be discussed by the Marketing/ Tourism/ Commerce Working Group. Note and **Close** this item.

276 DISABILITY POLICY

The draft policy provided by Cllr P.Thompson had been circulated and considered. It was **RESOLVED** to adopt the policy. Note and **Close** this item.

277 EQUAL OPPORTUNITIES POLICY

The draft policy provided by Cllr P.Thompson had been circulated and considered. It was **RESOLVED** to adopt the policy. Note and **Close** this item.

278 LOCAL RESOLUTION PROTOCOL FOR COMMUNITY COUNCILS

It was **RESOLVED** to adopt the policy as drafted by One Voice Wales. Note and **Close** this item.

279 PREFERRED CONTRACTOR LIST

The Town Clerk had previously reported that One Voice Wales has advised that obtaining a preferred list was legal. Examples of a Pre-Qualification Questionnaire had been circulated to members. It was noted that there wasn't any need to change the tender contract and the PQQ would be bound to KTC tendering policies. It was previously agreed that the Town Clerk and Estates Officer would draw a draft PQQ and bring it to the committee for approval.

280 REVIEWING TENDERING PROCESS

Discussions will be held about working in partnership with other community councils in the locality with the possibility of looking into sharing resources/best practice models. At the previous meeting 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. Concerns had been raised about the openness of such a process and it had also been noted that such a process wouldn't be as controversial as a preferred contractor list.