**MINUTES OF THE POLICY AND RESOURCES COMMITTEE**

**HELD ON THURSDAY 19TH JANUARY 2023 AT 6:00PM**

**PRESENT:** Cllr P. Downing

Cllr A Wilson

Cllr C. Evans

**1. Apologies for absence:**

Apologies were received from Cllr J. Harris, Cllr H. Roberts.

**2. To receive declarations of personal and/or prejudicial interest from Members in accordance with the Council’s Code of Conduct:**

No apologies received.

**3. Minutes of the last meeting were circulated for information**

**4. Precept:**

Precept application to City and County of Swansea has been completed and duly submitted.

**5. Training Plan:**

The Training Plan for the current term of office was reviewed at this meeting. Amendments were suggested and the proposals will be submitted to full Council for acceptance.

Clerk to arrange training by One Voice Wales for Standing Orders (possibly Wed/Thurs 7pm), and Code of Conduct training. This could be arranged for all Councillors to be delivered electronically at the Institute on a date to be agreed, possibly end March/April 2023.

Need to consider how to manage councillors that do not undertake required training. Proposal was to remove voting rights at meetings.

A discussion took place suggesting that the committees should be restructured to

1: Policy, Compliance, and Finance.

2. Human Resources and Training.

This will be proposed at the next meeting in readiness for the Annual General Meeting.

**6. Finance and Governance Toolkit: Next Steps:**

Each meeting will include working on a specific area of the Toolkit and forming an action plan until complete.

**7. Committees’ Terms of Reference:**

Terms of Reference are for each committee to agree. These should be considered and referred back to Council in preparation for the Annual General meeting. It was also suggested that Terms of Reference should be established for becoming a Councillor.

The Terms of Reference for Policy and Resources Committee was discussed and agreed.

Issue with two committee groups being below minimum. Councillors to be informed and invited to join Estates, and Welsh Language committee.

**8. Purchases:**

The following list of purchases for the kitchen was discussed, and will be referred to the Estates Committee for approval:

|  |  |
| --- | --- |
|  | **Description** |
| 1. | Soup kettle |
| 2. | Soup bowls |
| 3. | Fridge |
| 4. | Paper towel dispenser |
| 5. | Paper towels |
| 6. | Rubbish bin |
| 7. | Storage cupboard (Cor Glandulais) |
| 8. | Aprons |

The following list of office/institute equipment was discussed and approved, with the exception of central heating radiator filters, as prices need to be established and provided to the Estates Committee.

|  |  |
| --- | --- |
|  | **Description** |
| 1. | External post box (fixed to ground) |
| 2. | Office chair x2 |
| 3. | Set of office drawers x 2 |
| 4. | Laptop stand/monitor riser x 2 |
| 5. | Vacuum cleaner |
| 6. | Central heating radiator filters x 8 |

Kitchen boiler service date to be checked and raised at Estates committee meeting.

Clerk to seek contact for balcony risk assessment and main hall health & safety check.

**9. Policies:**

A list of policies was presented for consideration:

The following policies were reviewed and will be circulated for agreement by Council:

* Environmental Policy
* Equal Opportunities Policy
* Model Local Resolution Protocol Policy
* Social Media Policy

The following policies were deferred to the next meeting:

* Children’s Safeguarding Policy
* Concerns and Complaints Policy
* New Financial Regulations
* Welsh Language Policy – refer to Welsh Language sub-committee
* Code of Conduct Policy

Future meetings will include a review of:

* Grievance Policy
* Data Protection Policy
* Freedom of Information Policy
* Documentation, Retention & Disposal Policy

New Policies needed:

* Disability/Equalities Policy
* Health & Safety Policy
* Risk Management Policy
* Website Disclaimer Policy

**The meeting ended at 7:30pm.**