

**MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON
THE 30TH JUNE 2022**

PRESENT: Cllr P. Downing Cllr A. Wilson
Cllr C. Evans Cllr J. Harris
Cllr K. Griffiths (ex-officio)

9. APOLOGIES FOR ABSENCE:

There were no apologies for absence.

10. TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT:

There were no declarations of personal interest.

11. TO CONSIDER AND MAKE RECOMMENDATIONS ON THE DUTIES AND RESPONSIBILITIES FOR THE NEW POST OF DEVELOPMENT OFFICER:

Members had before them a draft advertisement for the above post. After considerable discussion it was agreed to **recommend** to Council that the post be redesignated Assistant Clerk.

12. TO CONSIDER THE WELSH GOVERNMENT'S STATUTORY GUIDANCE FOR COMMUNITY AND TOWN COUNCILS ON THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT:

The following was discussed:

(a) **General Power of Competence:**

The Clerk explained that the Council was not a qualifying authority due to it not complying with one of the three conditions (Clerk not holding one of the recognised qualifications). It was agreed to seek advice from One Voice Wales concerning the eligibility of an Assistant Clerk holding a recognised qualification.

(b) **Multi-location meetings:**

It was noted that the Council had already resolved to purchase a large television and laptop to allow compliance with the act. It was agreed to **recommend** to Council that the standing orders be amended to include the arrangements for multi-location meetings.

(c) **Participation at meetings:**

It was agreed to **recommend** to Council that rules about public participation in council meetings should be in the Council's standing orders and made available on the Council's website.

(d) **Annual Reports:**

It was agreed to **recommend** to Council that the Clerk prepares a draft annual report and a workshop be arranged to discuss its content.

(e) **Training Plans:**

It was agreed to **recommend** to Council that the Clerk prepares a draft training plan and a workshop be arranged to discuss its content.

(f) **Other provisions:**

It was agreed to **recommend** to Council that arrangements to publish notice of meetings be incorporated in the Council's standing orders.

13. TO CONSIDER THE FINANCE AND GOVERNANCE TOOLKIT FOR COMMUNITY AND TOWN COUNCILS:

Members considered the following themes:

- Theme A – Vision, purpose and community planning;
- Theme B – Leadership and people;
- Theme C – community engagement and partnerships.

It was agreed to **recommend** to Council that the committee continues working through the toolkit at its next meeting.