

KIDWELLY TOWN COUNCIL

9th JANUARY 2018

At the meeting of the **POLICY & STRATEGY COMMITTEE** held at the Parish Rooms, Kidwelly on Tuesday 9th January 2018

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

446 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 11th January 2018 – Cllr Greg Jones

Friday 12th January 2018 – Cllr Greg Jones

Matters Arising from the Policy & Strategy Committee Meeting of 3rd October 2017

447 MARKETING / TOURISM / COMMERCE

A Marketing/ Tourism/ Commerce Working Group comprising of Cllrs A.Jenkins, C.Peters-Bond, V.Bevan-Jones, G.Jones, C.Davies and T.Burnett has been set up. Cllrs C.Davies, P.Thompson and J.Gilasbey will join the group. A meeting has been arranged for 15th January 2018 at 6.30pm. A more manageable title for the working group will be found.

448 TOWN SQUARE DEVELOPMENT

The development will depend on the asset transfer of the square. It was resolved to take over the square including the toilets on 20th October 2015. Plans have previously been drawn up for the square enhancement. These will be made available. The town clerk will check on the status of the land ownership and asset transfer. Members overseeing this project will be Cllrs A.Jenkins, C.Davies, T.Burnett, J.Gilasbey, V.Bevan-Jones, G.Jones and G.Beer.

449 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 have been held.

450 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.

451 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.

452 CLUSTERING

Carmarthen Town Council has received funding to support community councils who wish to undertake joint working arrangements; sharing resources to reduce costs. It was agreed that the town clerk should explore the options. It was noted that this way of working could mean a loss of work for local contractors. It could also lead to communities losing their independence and being absorbed into larger authorities.

453 PUBLIC CONSULTATION

Community Business for Social Action (CBSA) is arranging a Public Consultation Day on Saturday 3rd February 2018 in the Gwenllian Centre. Residents in the community will be encouraged to give their views on the needs of the community. Councillors will attend and be present to inform members of the community of the council's strategic plans. A policy pack will be made available.

454 MOBILE PHONE COVERAGE

It was noted that mobile phone coverage in the area is poor. Council owned land could be used for installation of a mast. It was **RESOLVED** that Cllr G.Beer investigate options for improving connectivity in general.

KIDWELLY TOWN COUNCIL

10th APRIL 2018

At the meeting of the **POLICY & STRATEGY COMMITTEE** held at the Princess Gwenllian Centre, Kidwelly on Tuesday 10th April 2018

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

Jonathan Summers – CETMA – Community Engagement, technology, Media & Arts attended and gave a presentation about the organisation – Minute 631.

630 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 April 2018 – Cllr Greg Jones
Friday 13th April 2018 – Cllr Greg Jones

Matters Arising from the Policy & Strategy Committee Meeting of 9th January 2017

631 MARKETING / TOURISM / COMMERCE

Mr Summers requested the support of the town council in his endeavours to bring together professional craft makers and speciality food retailers in the region to develop their businesses. He specifically wished to set up sustainable outdoor craft markets in Kidwelly in the summer.

He was informed that a local community group was planning to hold its own market. These groups could co-ordinate their efforts. Mr Summers will liaise with Cllr T. Burnett.

The Marketing/tourism/commerce group met on 22nd March 2018. It was reported that:-

An unincorporated association had been formed. The group had sub-divided into 4 sections

Commerce

Various ideas were being promoted, eg horrible histories tour of Kidwelly, ghost walks, formation of a small business chamber of commerce.

Market

Investigations into the types of markets that would be applicable in the area are being considered – possible venues, castle area, industrial museum.

Festivals

Various ideas are being considered

Community events

Tidy Kidwelly Day is planned for 13th May 2018. A Duck Race and a Santa Run are planned.

It was noted that a Newsletter is due for publication.

632 TOWN SQUARE DEVELOPMENT

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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.

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KIDWELLY TOWN COUNCIL

3rd JULY 2018

At the meeting of the **POLICY & STRATEGY COMMITTEE** held at the Princess Gwennlian Centre, Kidwelly on Tuesday 3rd July 2018

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

129 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 July 2018 – Cllr Greg Jones

Friday 13th July 2018 – Cllr Greg Jones

Thursday 9th August 2018 – Cllr Greg Jones

Friday 10th August 2018 – Cllr Greg Jones

Thursday 16th August 2018 – Cllr Greg Jones

Councillor Jones was thanked for his commitment to the service.

Matters Arising from the Policy & Strategy Committee Meeting of 10th April 2018

130 MARKETING / TOURISM / COMMERCE

Members were informed that the “Pop up market” was very successful, along with other events being held in the town centre on 30th June. A “good atmosphere” was reported.

The working group proposes to engage both community halls in creating a marketing plan which will advertise the facilities of the halls and generally enhance activities which are ongoing in the town as a whole. A further meeting of the group will be arranged in the near future.

131 KEYHOLDERS FOR NOTICEBOARDS

Keys for the Silver Band noticeboard have been handed to Mr Mansel Thomas. Keys to the other noticeboards will be kept at the office. After debate it was **RESOLVED** to leave the two council noticeboards unlocked for a 3 month trial period. Note and **Close** this item.

132 GENERAL DATA PROTECTION REGULATIONS

Members were informed that a dedicated Data Protection Officer would not be needed. It was recognised that the council needs to evidence the steps already taken to comply with legislation – Notices published. A policy will be drawn up. This matter was referred to Full Council. Note and **Close** this item.

133 SOCIAL MEDIA POLICY

Jenny Fox, Community development Officer for Carmarthen Town Council had address Full Council earlier in the evening. Her presentation outlined the social media activities undertaken at her council. Facebook, Twitter and Instagram were used but she recommended that Facebook be the main medium used at Kidwelly. She stated that the problems of negativity had been over-anticipated. It was recognised that 33% of the population did not have access to the internet. Eight members of staff had been trained for this initiate – approximately 5 hours of training had been undertaken. Members were not involved in the everyday social media functions. Matters/problems arising from media activities could be passed to councillors for attention.

Members considered the options. It was **RESOLVED**, in principle, to move towards adopting social media, while addressing financial implications and practical issues. It was agreed that Facebook be the medium used. Councillor C.Peters-Bond volunteered to do the staff training.

134 ASSESSMENT OF CURRENT PROCEDURES

It was noted that 10 policies would be considered over the coming year. The most urgent would be prioritised.

135 COPIES OF ORIGINAL TOWN COUNCIL DOCUMENTS

It was **RESOLVED** that all original council documents should not leave the office. Copies could be made. Note and **Close** this item.

136 UPLOADING OF TOWN COUNCIL MINUTES

It was recognised that council minutes should be put onto the website as soon as available. Note and **Close** this item.

KIDWELLY TOWN COUNCIL

6th NOVEMBER 2018

At the meeting of the **POLICY & STRATEGY COMMITTEE** held at the Princess Gwennllian Centre, Kidwelly on Tuesday 6th November 2018

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

321 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

Matters Arising from the Policy & Strategy Committee Meeting of 7th July 2018

322 MARKETING / TOURISM / COMMERCE

The remit, membership and working arrangements of the group was considered. It was **RESOLVED** that the group was not a sub-group of the town council. Members were informed that the group would be formalising its structure and applying for a bank account. Good reports were received about the Poppy Project. Christmas activities are being organised and a Festival is planned for next year. The Pop up Market is gaining popularity and although attendance is free for stall holders, charges will be applied in the spring when the market is established and a licence will be needed. All income will be ploughed into funding community activities. It was noted that vehicles parking on the town square could, over time, cause damage. It was **RESOLVED** that the condition of the town square structures be monitored by the estates officer and any damage reported to council. It was requested that the group provide a report of their activities for each Full Council. Note and **Close** this item.

323 SOCIAL MEDIA POLICY

Jenny Fox, Community development Officer for Carmarthen Town Council had in a previous meeting addressed Full Council. Her presentation outlined the social media activities undertaken at her council. Owain Davies, Administrative Assistant, had visited her office to see how the system worked. The Carmarthen policy and procedures will be adapted to suit Kidwelly. Various methods of operation were considered. It was recognised that a differentiation must be made between personal views of councillors and official council policy expressed on Facebook. It was **RESOLVED** to prepare a draft Social Media Policy to consider at the next meeting of the committee.

324 GENERAL DATA PROTECTION REGULATIONS

Two sample policies had been circulated. These will be used as templated for the council policy. A draft policy will be formulated as a basis for discussion. The town clerk and Cllrs J.Gilasbey and T.Burnett had attended a seminar on this topic. It was agreed that the seminar speaker would be asked to assist with the policy creation. Urgency was recognised.

325 DONATIONS AND GRANT POLICY

Money is allocated in the annual budget for donations to organisation in the community. There is no formal structured approach as to when and how the money is distributed. Various options were explored: specific times for considering grants / quarterly/bi-annually: reserving an emergency pot. It was agreed that completion of the application for funding form was required so members could make an informed assessment of need. It was also agreed that the availability of grant funding should be advertised, making it more available to all members of the community.

Councillor L.Jones had to leave the meeting.

It was **RESOLVED** to advertise the availability of funding and leave all other aspects of the system unaltered for the present. Note and **Close** this item.

Due to lack of time it was **RESOLVED** to suspend the meeting and defer the remaining items on the agenda, to enable a meeting of the Establishment Committee to proceed.