KIDWELLY TOWN COUNCIL

9th July 2024

At a hybrid Teams meeting of the POLICY COMMITTEE held on Tuesday 9th July 2024

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| Present | Town Mayor | C.Peters-Bond |
|  | Deputy Mayor | Carol Morgan |
|  | Councillors | G.Bras, C.Peters-Bond, L Reeves-Davies, A Herbert, J Tarsnane, L Douglas |
|  | Town Clerk | Virginia O’Reilly |
|  | Town Secretary  | J Bell  |
| Apologies | Councillors | J Mayne, H Griffiths, J Gilasbey, G Beer, J Maclaughland, L Jones, J.Westlake |
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**32 MEMBERS’ DECLARATIONS OF INTEREST**

There were no declarations of interest.

**33 PROCESS OF RECEIVING APOLOGIES BEFORE MEETINGS**

There is already a policy on receiving apologies for meetings which states that apologies should be received by noon on the day of the meeting by informing the Town Secretary. It was felt that this policy is too rigid and needs reviewing.

**34 GOVERNANCE AND FINANCE TOOLKIT PART 2 – NEXT STEPS**

Part 1 has been undertaken and completed by the Chair and Town Clerk. The next stage is to look at Part 2. The best way for this to be achieved is through discussion of a focus group, to be chaired by Deputy Chair of Policy. Names of members of the focus group to be finalised in the future.

**35 POLICY REVIEW STRATEGEM**

There is a backlog of policies which need reviewing. A list of all the existing policies is needed along with prioritisation of review dates. They will then need to be catalogued appropriately – a calendar version style was agreed. Policy template would be useful.