

LLANDRINDOD WELLS TOWN COUNCIL
Policies & Procedures Committee

Minutes of a Policies & Procedures Committee meeting held on Tuesday 26th November 2019 in Committee Room A, County Hall

Present: S Deeks-D'Silva, J Hawker, B Williams, W Curzon, K Nicholls

Apologies: None

PP 01/19 **Declarations**
None.

PP 02/19 **Lone Working Policy**
The draft policy was discussed. It was agreed to look at the Welsh Government Policy and amend draft accordingly. Updated draft to be circulated to members for comment.

PP 03/19 **Complaints Handling Procedure**
The draft policy was discussed. It was agreed to section this out into individual categories:

- Complaints Against a The Chairman
- Complaints Against a Member
- Complaints Against the Council (as a Corporate Body)
- Complaints Against Staff

The Clerk will re-draft this and circulate it to members prior to presentation to Full Council.

BD 04/19 **Equality & Diversity Policy**
The draft policy was discussed and approved for presentation to Full Council at the December meeting.

BD 05/19 **Freedom of Information Policy**
The draft policy was discussed and approved for presentation to Full Council at the December meeting.

BD 06/19 **Debit Card Policy**
The draft policy was discussed and approved for presentation to Full Council at the December meeting. The Chair and Clerk reported that this system is working well.

BD 07/19 **Additional Policies**
It was agreed to look at drafting the following policies:

- Accessibility Policy

- Safeguarding Policy (check with PAVO & Ysgol Trefonnen.)
- Volunteer Policy
- Working Environment Policy

BD 08/19

Recommendations

- The Committee recommended that all Town Council members undertaken an advanced DBS check. This will be placed on the agenda for the December Full Council meeting.
- To check the Princes Avenue Leisure Park booking for to include reference to Safeguarding policies.

BD 08/19

Next Meeting

The next meeting will be on Monday 6th January 2020 at 6.30pm in the Pavilion.