

**16 March, 2016.**

**LLANELLI RURAL COUNCIL**

**Minute Nos: 450 – 458**

At a Meeting of the **POLICY AND RESOURCES COMMITTEE** of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 16 March, 2016 at 4.45 p.m.

**Present:**

**Cllrs**

D. M. Cundy	S. N. Lewis
H. J. Evans	A. G. Morgan
M. L. Evans	J. S. Phillips
R. E. Evans	C. A. Rees

**Absent:**

F. Akhtar

**450. APPOINTMENT OF CHAIRMAN PRO TEMPORE**

**RESOLVED** that Cllr. C. A. Rees be appointed Chairman pro tempore.

**451. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. L. J. Butler, M. V. Davies (Cllr. M. L. Evans deputising), T. Devichand, S. M. Donoghue (Cllr. R. E. Evans deputising), T. J. Jones and A. J. Rogers (Cllr. S. N. Lewis deputising).

**452. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**453. COMMUNITY DEVELOPMENT GRANTS PANEL SCHEME AND POLICY**

Further to Minute No. 215, Members considered the report of the Clerk proposing a review of the Community Development Grants Panel scheme and policy.

The Clerk informed Members that the Council first agreed to create the scheme in December 2003 and to date the scheme had funded over £192,630 to promote and support community development initiatives within the Council's area.

One of the main elements of the Council's statement of purpose stated the Council was committed to encouraging community development. The community development grant

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scheme directly supported this commitment and was specifically designed to support the community development core aims and values set out in the Council's Strategic Plan.

The Clerk suggested that a small working party of members was appointed to conduct a review of the scheme, so that it was refreshed and remained fit for purpose. The working party would be supported by the Deputy Clerk (Administration) and the Community Development Officer. It was also recommended that external stakeholders be invited to participate in the review process to provide valuable independent feedback about the merits and relevance of the scheme. Therefore the working party should include two community stakeholders that had applied for funding under the current scheme. These stakeholders should be drawn from one successful and one rejected grant application bid made to the fund. This would enable the working party to share in their experiences when applying for a grant with the Council. It was also suggested that an officer from another local authority be approached to serve as a third independent external stakeholder to participate in the review process.

The working party would be responsible for evaluating the effectiveness of the current scheme and policy and would produce a report making recommendations to the Policy and Resources Committee on how best to take the scheme and policy forward over the longer term.

Following a lengthy discussion, it was

**RESOLVED** that a working party comprising the Chairman of Council, Leader of Council, Cllrs. A. G. Morgan and A. J. Rogers, Deputy Clerk (Administration), Community Development Officer together with an independent officer from another local authority and two external stakeholders meet to discuss and evaluate the effectiveness of the current scheme and policy and report back to the Policy and Resources Committee with its recommendations.

**FURTHER RESOLVED** that the working party's terms of reference should primarily focus on the aims and process of the community development grant scheme and policy.

#### **454. FRAMEWORK FOR ACCESSING SOCIAL HOUSING**

Members considered a consultation document received from the Team Leader - Housing Advice, Carmarthenshire County Council on the Framework for Accessing Social Housing.

Carmarthenshire County Council was looking at changing the way in which it allocated housing. The County Council had certain legal obligations in respect of its housing allocation policy framework but gathering feedback from the questionnaire would help it to develop the policy for offering homes in the fairest and most appropriate way for Carmarthenshire applicants.

Following consideration of the questions set out in the accompanying questionnaire response document it was

**RESOLVED** that the Clerk responds to the consultation document highlighting Members views and observations.

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**455. INDEPENDENT REMUNERATION PANEL FOR WALES  
ANNUAL REPORT**

Further to Minute No. 276, Members were circulated with the Annual Report 2016/17 received from the Chairman, Independent Remuneration Panel for Wales stating the Panel's Annual Report dated February 2016 to be implemented in the financial year 2016/17 had now been published.

Members' attention was drawn to section 10 of the report wherein it stated the payments to members of community and town councils. There were no changes to the previous draft determinations received in November 2015. However, the Clerk informed Members that it would be necessary to restate the determinations to be adopted by the Council for 2016/17 because since the draft report was published the determinations had been renumbered and it was

**RESOLVED** that the following determinations be adopted by the Council:

1. Determination 46 - Community and town councils were authorised to make a payment to each of their members of a maximum amount of £100 per year for costs incurred in respect of telephone usage, information technology, consumables etc.
2. Determination 48 - Community and town councils were authorised to provide a civic allowance to the mayor/chair and deputy mayor/chair of the council at an amount that they deem appropriate to undertake the functions of that office.
3. Determination 49 - Community and town councils were authorised to make payments to each of their members in respect of travel costs for attending approved duties both within and outside the area of the Council. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:
  - 45p per mile up to 10,000 miles in the year.
  - 25p per mile over 10,000 miles.
  - 5p per passenger per mile – passenger supplement.
  - 24p per mile for private motor cycles.
  - 20p per mile for bicycles.
4. Determination 50 - Community and town councils were authorised to reimburse subsistence expenses to their members for attending approved duties outside the area of the Council at the maximum rates set out below on the basis of receipted claims:
  - £28 per day allowance for meals, including breakfast where not provided.
  - £200 – London overnight.
  - £95 – elsewhere overnight.
  - £30 – staying with friends and/or family overnight.
5. Determination 51 - Community and town councils were authorised to pay an Attendance Allowance to each of their members for attending approved duties outside the area of the Council as follows:
  - £16.23 for a period not exceeding 4 hours.
  - £32.46 for a period exceeding 4 hours but not exceeding 24 hours.
6. Determination 52 - Community and town councils were authorised to pay a Financial Loss Allowance to each of their members where such loss had actually occurred, for attending approved duties outside the area of the Council as follows:
  - £30.05 for a period not exceeding 4 hours.
  - £60.11 for a period exceeding 4 hours but not exceeding 24 hours.

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- £60.11 plus such amount as was payable above as appropriate for a period exceeding 24 hours.

7. Determination 53 - Community and town councils were authorised to provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) up to a maximum of £403 per month. Reimbursement shall only be made on presentation of receipts from the carer.

**FURTHER RESOLVED** that determination 47 as referred to below shall not be adopted by the Council:

47 - Community and town councils were authorised to make an additional annual payment not exceeding £500 to up to three members in recognition of specific responsibilities.

#### **456. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960**

**RESOLVED** that in view of the confidential nature of the business to be transacted, the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

#### **457. VEHICLE – TRAINING DEPARTMENT**

Further to Minute No. 341, Members considered the report of the Training Manager requesting agreement to proceed with the purchase of a minibus.

The Training Department had been selected by the Prince's Trust to run its 'Team' Programme for Carmarthenshire in 2016. To deliver the contract the department must have a suitable minibus to transport the young people and staff.

The vehicle would need to have a minimum of 17 seats to accommodate 15 participants and two members of staff. It would be an advantage if the vehicle was compliant with DSA requirements for testing. This would enable the minibus to be used for staff training activities and work that might be required when the vehicle was not in use for Prince's Trust work.

Members were informed that other options had been explored, namely to hire a vehicle through Carmarthenshire County Council and also the local Community Transport Association but a suitable arrangement was not feasible.

The intention therefore was to purchase a second hand vehicle. It was anticipated that a second hand vehicle in good condition could be procured for around £11,000 to £15,000. An initial grant of £3,000 was available from the Prince's Trust which could be used to offset the vehicle cost. Given the proposed procurement method, a suitable second hand vehicle could become available at any time meaning this would necessitate the departure from the traditional tender process. It would also mean that further consultation with Members of the committee would not be possible before a vehicle could be secured. To overcome this it was proposed that staff would compare quotes for appropriate vehicles within the specified price range over a three week period to ensure the most competitive price was obtained.

Following discussion, it was

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**RESOLVED** that:

1. Delegated powers be granted to officers to procure a suitable second hand minibus in consultation with the Committee Chairman and Leader of Council.
2. A budget limit of £15,000 shall be set to cover the purchase cost.
3. Details of the procurement method, purchase cost and particulars of the seller shall be retrospectively reported to the committee in due course.

**458. STAFFING MATTERS**

Members considered the report of the Deputy Clerk (Administration) informing of staffing matters.

**RESOLVED** that the report referenced 03:2016 be accepted.

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The meeting concluded at 5.45 p.m.

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The afore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 12 April, 2016, adopted by the Council.