

**17 January, 2018**

**LLANELLI RURAL COUNCIL**

**Minute Nos: 361 – 366**

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, 17 January, 2018, at 4.45 p.m.

**Present:**

**Cllrs.**

S. L. Davies	J. S. Phillips
T. Devichand	C. A. Rees
P. M. Edwards	E. Simmons
A. G. Morgan	W. V. Thomas

**Absent:**

F. Akhtar

**361. APPOINTMENT OF CHAIRMAN PRO-TEMPORE**

**RESOLVED** that Cllr. W. V. Thomas be appointment Chairman pro-tempore.

**362. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. S. M. Donoghue, H. J. Evans, A. J. Rogers (Cllr. S. L. Davies deputising) and I. G. Wooldridge.

**363. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**364. PROTOCOL FOR REMEMBERING FORMER COLLEAGUES**

Cllr. A. G. Morgan informed Members that there was currently no protocol arrangements in place for remembering and paying respect to former colleagues who had passed away.

Following a lengthy discussion, it was

**RESOLVED** that a protocol procedure for remembering former colleagues be devised for inclusion in the Council Constitution based upon the following provisions:

- Upon first receiving the news of the death, arrangements shall be made to report the matter as quickly as possible to the first available Council or committee meeting.
- A message of condolence or sympathy card shall be sent out to the family (where known) from the Chairman on behalf of the Council, furthermore, information about the funeral arrangements shall be obtained as soon as possible in order to notify Members.

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- On a few occasions it may be appropriate to send flowers with the message of condolence or sympathy card, but in most instances the wishes of the family will dictate whether flowers are permitted or whether a donation is made to the bereaved families chosen beneficiary instead. This will normally be determined once information is received about the funeral arrangements. In the event of making a donation in lieu of flowers a standard sum of £25 shall be made as a payment.
- In the event of the news of the death being first reported to one of the Council’s standing committees, then the news shall also be reported to the next scheduled Council meeting, so that all Members present at the meeting are able to pay their respects to the former Member.
- If the Council receives news of a death during the August recess, Officers have delegated power to send a message of condolence or sympathy card to the bereaved family and to then subsequently report the matter to the first available Council meeting thereafter.
- This protocol will apply to all former Members including former Past Chairmen and their Consorts and also current Members and their immediate family only.
- The protocol is formulated on the understanding that it serves as a guide only. However, the Council may ultimately exercise its own discretion as to what measures it wishes to take depending on the prevailing circumstances at the time.

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

**RESOLVED** that in view of the confidential nature of the business to be transacted, the following matter 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.

**366. SERVICE LEVEL AGREEMENT  
LLANELLI TOWN COUNCIL**

Members considered the report of the Deputy Clerk informing of financial transactions between Llanelli Rural Council and Llanelli Town Council arising from the Service Level Agreement that commenced on 1 October, 2017.

**RESOLVED** that the report be accepted.

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The meeting concluded at 5.05 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 13 February, 2018, adopted by the Council.