

20 September, 2023

LLANELLI RURAL COUNCIL

Minute Nos: 160 – 168

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, 20 September, 2023 at 4.45 p.m.

Present: Cllr. R. E. Evans (Chairman)

Cllrs.

S. R. Bowen	S. N. Lewis
D. M. Cundy	J. S. Phillips
A. Evans	W. E. Skinner
N. Evans	A. G. Stephens
B. M. Williams	

Absent: S. M. T. Ford

160. APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr. J. P. Hart.

161. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

**162. MULTI LOCATION MEETING REQUIREMENTS
(USE OF VIDEO CAMERAS)**

The council leader tabled a proposal that in the interest of transparency and accountability, all remote participants in council and committee meetings should switch on their video cameras to be seen by all other meeting participants, except for those taking part by telephone conference.

Following discussion, it was

RESOLVED that the proposal be accepted with immediate effect.

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163. POLLING STATION – HENGOED WARD

Members considered an email request from the Electoral Services and Civil Registration Manager, Carmarthenshire County Council enquiring if there was a possibility that Pwll Pavilion could be used as a polling facility.

One of the polling stations for the Hengoed ward was the Community Centre at Pwll but this was not to be used for future elections.

Following discussion, it was

RESOLVED that officers shall further liaise with the Electoral Services and Civil Registration Manager, Carmarthenshire County Council over the potential use of Pwll Pavilion as a polling place but if this was unviable it be suggested the pavilion car park be used to site a temporary mobile polling station.

164. REVIEW OF POLLING DISTRICT AND POLLING PLACES 2023

Correspondence was received from the Chief Executive, Carmarthenshire County Council informing of the county council's statutory requirement to undertake a Polling District and Polling Place Review every five years.

The writer explained the next compulsory review must be undertaken and completed between 1 October, 2023 and 31 January, 2025. The Electoral Services team would review parliamentary polling district and polling places and also review polling stations at the same time.

The factors required to be addressed as part of the review were:

- To ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances.
- To ensure that, as far as was reasonably practicable, every polling place was accessible to electors who were disabled.
- The polling place for a polling district must be within the polling district unless special circumstances made it desirable to designate an area outside of the polling district.

Following discussion, it was

RESOLVED that details of the forthcoming review be noted. However, in the interim the correspondence received be circulated to all councillors in case they wished to flag-up any issues with the Chief Executive's office about the information contained in the correspondence before the review commenced. Further to this members be encouraged to email the Chief Executive's office direct with the Clerk to the Council being copied-in for information purposes.

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165. 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.

166. FINANCIAL ASSISTANCE AND WARD ALLOCATIONS

Members considered the report of the Finance Manager requesting members to consider the timescales for committing grants awarded to local groups and organisations to ensure grants were paid over in a timely manner and where possible before the close of the financial year.

The policy for awarding grants does not include how long a grant should be held over until bank details were provided. Therefore members were requested to provide officers with appropriate timescales to hold a grant before it was written off in the accounts. Once allocated from the ward allocation or financial assistance budget, the organisation could be informed of the timescales to submit bank details before the grant was withdrawn.

Following discussion, it was

RESOLVED that a timescale of two months from the date of the grant award be set for organisations and groups to take-up the award, otherwise the grant shall be withdrawn and re-allocated in the budget.

167. CREDIT CARD POLICY

Members received the report of the Finance Manager requesting members to consider and approve the credit card policy and cardholder agreement form for employees.

Following discussion, it was

RESOLVED that the policy and credit card agreement form be accepted.

168. STAFFING MATTERS

Members considered the report of the Technical and General Operations Manager informing of staffing matters.

RESOLVED that the report referenced 09:2023 be accepted.

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The meeting concluded at 6.08 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 10 October, 2023 adopted by the Council.