

**18 December, 2024**

**LLANELLI RURAL COUNCIL**

**Minute Nos: 276 – 281**

At a Meeting of the **POLICY AND RESOURCES COMMITTEE** of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Wednesday, 18 December, 2024, at 4.45 p.m.

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

**Cllrs.**

S. R. Bowen	N. Evans
D. M. Cundy	S. N. Lewis
M. V. Davies	W. E. Skinner
A. G. Stephens	

**Absent:** A. Evans

**276. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. S. M. T. Ford and J. P. Hart.

**277. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**278. MOBILE PHONES**

Cllr. R. E. Evans informed members of the concern he had with the unauthorised use of mobile phone technology in the council chamber during meetings, particularly how the technology could be used unknowingly to broadcast or record proceedings on occasions when private and confidential matters were being discussed. A lengthy discussion ensued during which the clerk re-affirmed the council's Standing Orders, specifically the use of mobile phones and other modern technology shall only be permitted at the discretion of the meeting chairman. The clerk also confirmed the general powers afforded to members when chairing meetings to help maintain order and behaviour during meeting proceedings. The legislative background, including the general provisions of the Local Government and Elections (Wales) Act 2021 relating to the use of digital technology was also touched upon, and it was

**RESOLVED** that the range of measures afforded to the meeting chairman to help control proceedings as outlined by the clerk be duly noted and that Standing Order numbers 1.10 and 1.11 be re-affirmed and invoked accordingly whenever the need arised.

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**279. FINANCE AND GOVERNANCE TOOLKIT FOR  
COMMUNITY AND TOWN COUNCIL  
(1) TOOLKIT**

Members received the Finance and Governance Toolkit which had been prepared by the Finance and Governance Working Group.

Community and Town Councils were responsible and accountable for the conduct of public business and for spending public money. By law, councils needed to ensure they safeguarded and properly accounted for the use of public money that they had been entrusted with economically, efficiently and effectively.

All councils were expected to have high standards of stewardship, this began with compliance with legal requirements but over and above this it was about achieving the best outcomes for the people and communities the council served.

The toolkit helped the council assess whether the council was meeting certain statutory requirements that external auditors and the public would expect to see. It was about providing assurance that the council was operating effectively.

The clerk took members through the lengthy toolkit which had been prepared and completed by the working group and following discussion, it was

**RESOLVED** that:

- 1.The completed Finance and Governance Toolkit for Community and Town Council be accepted.
- 2.The list of actions emanating from Part 1 and Part 2 of the toolkit for the council to address be confirmed, agreed and actioned as soon as possible.
- 3.The toolkit shall be presented on the next council meeting agenda for the general information and attention of all members.

**(2) COMMUNITY ENGAGEMENT STRATEGY  
POLICY STATEMENT**

Members considered the Policy Statement that had been prepared in response to completing the Finance and Governance Toolkit for Community and Town Councils.

The council had a proactive community engagement strategy but the extent of the council's plans, policies and processes impacting upon and forming part of the strategy needed to be drawn together under a single composite statement to capture all the information sources and other measures employed by the council when conducting any form of community engagement.

The policy statement would serve as an over-arching document and would reference the key sources of information influencing the community engagement strategy while identifying other measures including the resources and mechanisms at the council's disposal when working for and with the various communities throughout the council's administrative area.

Following discussion, it was

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**RESOLVED** that the Community Engagement Strategy Policy Statement be accepted and published on the council website.

**280. DIGITAL HEALTH CHECK REPORT  
LLANELLI RURAL COUNCIL**

Members received the digital health check report received from One Voice Wales which enclosed recommendations for improving digital operations within the council.

The clerk informed members that overall the council demonstrated a high standard of digital maturity which complied with legislative expectations.

Following discussion, it was

**RESOLVED** that the digital health check report be noted.

**281. SEASONAL GREETINGS**

The Chairman wished members and staff a Merry Christmas and a happy New Year.

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The meeting concluded at 5.36 p.m.

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The fore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 14 January, 2025, adopted by the Council.