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LLANELLI RURAL COUNCIL

Minute Nos: 156 – 163

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, 17 September, 2025 at 4.45 p.m.

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

Cllrs.

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

Absent: S. M. T. Ford, J. P. Hart

156. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. J. Lovell and O. Williams.

157. MEMBERS' DECLARATIONS OF INTEREST

The following members declared an interest in the following matters:

Minute No.	Councillor	Interest
160.	D. M. Cundy	Personal interest – he was a LEA Governor for Carmarthenshire County Council.
160.	N. Evans	Personal interest – she was a LEA Governor for Carmarthenshire County Council.
160.	R. E. Evans	Personal interest – he was a LEA Governor for Carmarthenshire County Council.
160.	W. E. Skinner	Personal interest – he was a member of the Education and Scrutiny Committee, Carmarthenshire County Council.

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158. BUSINESS CONTINUITY PLAN AND DISASTER RECOVERY ACTION LOG

Members received the clerks report and policy document on a Business Continuity Plan and Disaster Recovery Action Log.

Members were informed the council approved the completion of the Finance and Governance Toolkit for Community and Town Councils (to which minute No 279 18 December 2024 refers). Upon completion of the toolkit a list of actions was produced for Part 1 – 'The heath check' whereby it was recommended the council needed to create a Business Continuity Plan and Disaster Recovery Action Log.

The purpose of the Business Continuity Plan and Disaster Recovery Action Log was to assist the council to deliver critical business services following an emergency impacting upon the council. The plan provided information and guidance on what functions and processes needed priority attention to mitigate the impact.

The plan suggested areas for testing and these would be worked through by officers over time. The general results would then be fed into the plan as circumstances dictate going forward and used as an evidence base to help manage risk. This would add additional value to the plan as a live and fluid document. The plan also provided an opportunity to capture defined business critical processes across service areas. These would also be annotated in the plan over time by key staff and would provide step guidance on how to perform critical processes and functions. This would help guide staff who may be asked to perform these processes and functions and who may be unfamiliar with them or for supporting temporary staff who may have little prior knowledge and understanding of council operations.

Following discussion of the plan, it was

RESOLVED that the Business Continuity Plan and Disaster Recovery Action Log be approved.

FURTHER RESOLVED that as an additional control measure to mitigate the risk of a terrorist threat, that CCTV cameras be installed in the reception foyer area to safeguard front line staff.

159. EMERGENCY PLANNING POLICY STATEMENT

Members were informed the council approved the completion of the Finance and Governance Toolkit for Community and Town Councils (to which minute No 279 18 December 2024 refers). Upon completion of the toolkit a list of actions was produced for Part 1 – 'The heath check' whereby it was recommended the council needed to create an Emergency Planning Policy Statement.

Thereupon the Clerk guided members through the content of the Emergency Planning Policy Statement explaining the council's role during a civil emergency and how it could assist Carmarthenshire County Council, the Emergency Planning Authority and other agencies.

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The plan would provide a better understanding of what the council could offer to support community resilience. It should also address the clear disconnect experienced during the Covid 19 pandemic. The council had very limited interaction with the Emergency Planning Authority at the time. Providing the county council with a copy of the policy statement ought to prevent a similar experience from happening again and would help strengthen general relations by demonstrating the council's general preparedness to assist during a civil emergency.

Following discussion, it was

RESOLVED that the Emergency Planning Policy Statement be approved and issued to the Emergency Planning Authority, Carmarthenshire County Council for future reference.

160. FEDERATION OF TRIMSARAN AND FFWRNES SCHOOL

Cllrs. D. M. Cundy, N. Evans and R. E. Evans declared personal interests in the following item as they were LEA Governors, Carmarthenshire County Council. Cllr. W. E. Skinner declared a personal interest in the following item as he was a member of the Education and Scrutiny Committee, Carmarthenshire County Council.

Members received a consultation document on the proposed federation of Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes.

The Governing Bodies of Ysgol Gymunedol Trimsaran and Ysgol Gymraeg Ffwrnes had agreed to undertake a consultation regarding the proposal to establish a federation between Ysgol Gymundol Trimsaran and Ysgol Gymraeg Ffwrnes. If agreed, the federation would commence with effect from 1 January, 2026.

The federation of schools was a legal process which enabled schools to work together through a formal structured process by sharing a single Governing Body which would make decisions in the best interests of the school, staff and pupils in that federation.

Following decision, it was

RESOLVED that the correspondence be noted.

161. 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.

162. STAFFING MATTERS

Members considered the report of the Clerk informing of succession planning measures and subsequent staffing appointments and internal transfers together with a draft revised staff organisational chart effective from 1 January 2026.

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Following discussion, it was

RESOLVED that:
1. The content of the report be noted with all of the suggested measures being accepted and in regard to appointing a working group to formulate the recruitment and selection process for appointing a new Clerk to the Council in 2026, the following members shall be appointed: Cllrs R. E. Evans (committee chairman), N. Evans (committee vice-chairman), S. N. Lewis (council Leader), S. R. Bowen, D. M. Cundy, and A. G. Stephens.

163. STAFFING MATTERS

Members considered the report of the Deputy Clerk informing of staffing matters.

RESOLVED that the report referenced 09:2025 be accepted.

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The meeting concluded at 6.40 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 October, 2025, adopted by the Council.