

Minutes of the Meeting of St Davids City Council Staffing Committee on Friday 12th April 2024 in the Youth Drop In Centre at 9.00am.

Present: Mayor Cllr ES Evans, Cllr JT Jeremy, Cllr FD John, Cllr RJ Thornton, with S Mann (Clerk).

- 1 Apologies for Absence:** Cllr S Williams.
- 2 Declarations of Interest:** Members were requested to declare both **pecuniary interests** (financial interests) and **non-pecuniary interests** (personal or prejudicial) that could influence their decision-making in relation to items on the agenda. This declaration ensures that other councillors and the public are aware of potential conflicts. None.
- 3 Confirmation of Minutes:** Staffing Committee Meeting on Tuesday 20th February 2024. Not received.
- 4 Public Representations from members of the public in attendance about any business to be discussed:** None.
- 5 Committee Structure & Terms of Reference.** The Committee reviewed and discussed amendments to the Terms of Reference document. It was RESOLVED for the amendments to be integrated into the ToR for approval at the Annual Meeting, 13th May.
- 5 Audit Notice 2024.** The Committee discussed preparations for the upcoming Full Audit by Audit Wales, scheduled to begin in the week starting on July 8th. The Committee reviewed documentation requirements and record retention policies. It was RESOLVED to seek guidance from One Voice Wales regarding specific aspects of records retention policy.

There being no further business the meeting closed at 10.50am

Signed

Date

Chair