

To the Members of St Davids City Council Staffing Committee**28 April 2026**

Dear Member,

You are hereby summoned to attend a meeting of St Davids City Council General Purposes Committee, convened by the Chair of the Committee, Councillor RJ Thornton, to be held in the Drop-In Centre, City Hall, High Street, St Davids on Thursday 7 May 2026 at 9.30am for the transaction of the business set out in the agenda below.

Yours faithfully,



S. Mann Clerk

AGENDA**Meeting of St Davids City Council General Purposes Committee on Thursday 7 May 2026 in the Drop-In Centre at 9.30am.**

- 1 Apologies for Absence:**
- 2 Declarations of Interest:**
- 3 Confirmation of Minutes:**
 - a. General Purposes Committee Meeting on Monday 20 October 2025.
- 4 Public Representations:**
- 5 Review of Governance Documents ahead of Annual Meeting - 18 May 2026**

The following governance documents are presented for review and comment by the Committee ahead of their formal adoption by full Council at the Annual Meeting on 18 May 2026. The Committee is asked to note that the decision to adopt these documents rests with full Council; the purpose of this item is to allow member scrutiny in advance of the Annual Meeting.

Documents presented for review:

- a. Code of Conduct
- b. Financial Regulations
- c. Standing Orders - note: includes a tracked changes clause presented for adoption.
- d. Terms of Reference for Mayor, Deputy Mayor and Councillor
- e. Committee Membership & Terms of Reference (all four committees)

- f. Information & Data Protection Policy - note: adopted February 2026 (Minute 189); presented for noting only, with full review due at the next annual cycle.
- g. Publication Scheme
- h. Public Participation at Meetings Policy
- i. Training and Development Policy

Documents presented for first-time adoption 18 May 2026:

- j. Business Continuity Plan - new document prepared by the Clerk, presented for adoption by full Council for the first time at the Annual Meeting on 18 May 2026
- k. Health and Safety Policy - new document based on the NALC model template, aligned with the Business Continuity Plan and prepared further to the General Purposes Committee resolution of 20 October 2025 following the Health and Safety Policy review item. Presented for adoption by full Council for the first time at the Annual Meeting on 18 May 2026

Biodiversity and Ecosystem Resilience Plan - Statutory Document:

- l. The Biodiversity and Ecosystem Resilience Plan is a statutory requirement under Section 6 of the Environment (Wales) Act 2016, which requires the Council to prepare and publish a plan setting out what it proposes to do to maintain and enhance biodiversity and promote ecosystem resilience. The Council's previous Environmental Policy predated this legislation and has not been reviewed or readopted since 2007; it is not presented for re-adoption.

The tracked changes version of the Biodiversity and Ecosystem Resilience Plan is presented to the Committee at this meeting in readiness for consideration at the Annual Meeting on 18 May 2026. It is hoped that outstanding contributions from biodiversity experts including Dr Sarah Beynon and Eco Dewi will have been received and incorporated prior to the Annual Meeting. Should those contributions not have been received by 18 May 2026, the Committee recommends that full Council considers adopting the current tracked changes version as an interim measure to fulfil the Council's statutory duty, with a commitment to bring any significant additions or amendments arising from expert input back to a future ordinary meeting of full Council for consideration.

Any Other Business