

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

**Present:** Cllr RJ Thornton (Chair), Cllr D Griffiths, and Cllr B Semi, with S Mann (Clerk).

- 1 Apologies for Absence:** Apologies were received from Cllr S Minas.
- 2 Declarations of Interest:** There were no declarations of interest.
- 3 Confirmation of Minutes:**
  - a. RESOLVED that the Minutes of the Monthly General Purposes Committee Meeting on Monday 20 October 2025 be confirmed as a correct record.

**4 Public Representations:** There were no public representations.

**5 Review of Governance Documents ahead of Annual Meeting - 18 May 2026**

The following governance documents were 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 was 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.

RESOLVED: That all documents carry a version number and date in the footer/header.

- a. Code of Conduct. RESOLVED: Approved, no changes.
- b. Financial Regulations. RESOLVED: Approved, no changes.
- c. Standing Orders. RESOLVED: Approved. To include the OVW-approved amendment regarding confidential votes.
- d. Terms of Reference for Mayor, Deputy Mayor and Councillor. RESOLVED: Approved, no changes. The Committee noted that, further to the resolution of 12 May 2025 Annual Meeting, Councillor allowances will be paid in April 2026. The question of whether earlier payment within the financial year might be appropriate was discussed; the Committee considered this unlikely to be possible but the Clerk will confirm with the RFO.
- e. Committee Membership & Terms of Reference (all four committees).  
RESOLVED: Approved. The Clerk to check whether Councillors not present at the Annual Meeting can be elected to committee appointments.
- f. Information & Data Protection Policy. RESOLVED: Approved, no changes.
- g. Publication Scheme. RESOLVED: Approved, no changes.
- h. Public Participation at Meetings Policy. RESOLVED: Approved. The legislative reference to be amended from *Part 3* to *Chapter 3*.
- i. Training and Development Policy. RESOLVED: Approved, no changes.

**Documents presented for first-time adoption 18 May 2026:**

- j. Business Continuity Plan. RESOLVED: Approved. The Clerk to check section 4 (Recovery Team) to consider whether the Staffing Committee Chair can be included.
- k. Health and Safety Policy. RESOLVED: Approved, subject to the following actions for the Clerk:
  - i. Check electrical test frequency (expected: every five years).
  - ii. Assembly points to have signage/map included on existing emergency protocol on venue walls.
  - iii. "Emergency Lights" to be included in the policy.
  - iv. Determine whether "Staff Handbook" reference should be included or removed.
  - v. Check Health and Safety training records for staff / RIDDOR reporting is in place.
  - vi. Arrange access to a Health and Safety specialist/competent person.
  - vii. "Safe Systems of Work" section to address loose cables and other hazards.
- l. Biodiversity and Ecosystem Resilience Plan. RESOLVED: Approved.

**Any Other Business**

There was no further business.

There being no further business the meeting closed at 11.25am

Signed .....

Date .....

Chair

DRAFT