Minutes of the Meeting of St Davids City Council General Purposes Committee on Monday 19 October 2026 at 6.00pm.

Present: Cllr RJ Thornton (Chair), Cllr DJ Griffiths and Cllr BS Sehmi, with S Mann (Clerk).

1 Election of Chair: RESOLVED: That Cllr RJ Thornton be elected Chair of the Committee.

2 Apologies for Absence: Apologies were received from Cllr S Minas.

3 Declarations of Interest: There were no declarations of interest.

4 Confirmation of Minutes:

a. RESOLVED that the Minutes of the General Purposes Committee Meeting on Thursday 7 May 2026 be confirmed as a correct record.

5 Public Representations: There were no public representations.

6 Risk Management Policy

Financial Regulations 2.2 require the Clerk, with the RFO, to prepare a risk management policy covering all Council activities, for approval by Council and review at least annually. The draft Risk Management Policy is the policy referred to in the draft Business Continuity Policy, which the Annual Meeting on 18 May 2026 deferred pending further review by the Finance Committee and the Staffing Committee. The draft sets out roles and responsibilities, how risks are scored, the Risk Register and review cycle, insurance, new activities and escalation. The Committee is asked to review the wording and to refer the finance and staffing elements to those committees. The decision to adopt rests with Full Council.

RESOLVED: Approved. The draft Risk Management Policy is referred to the Finance Committee, the Staffing Committee and the Market Committee for review of their respective elements, and is then to return to Council for adoption.

7 Scheme of Delegation (Workplace Assessment Recommendation 1)

The One Voice Wales Workplace Assessment report found that routine and minor matters are reaching Full Council unnecessarily, lengthening agendas and delaying operational decisions. It recommended a written Scheme of Delegation so that minor decisions are taken quickly at the right level, by an officer or committee within agreed limits, while significant matters stay with Full Council. Decisions taken under delegation would be recorded and reported to Council for noting, and the Council could withdraw or vary any delegation. Standing Order 9(j)(V) also requires the Council to review its delegation arrangements each year.

At present the Committee Terms of Reference delegate no powers to the Finance, General Purposes or Market Committees, and only the matters in paragraph (e) to the Staffing Committee. Delegation to officers is spread across the Financial Regulations and job descriptions. Officers have prepared an initial working draft that brings these together and suggests further matters that

could be decided without going to Full Council, such as routine in-budget purchases, renewal of existing insurance, grant applications to meet outside deadlines, and decisions of committees on matters delegated to them. The draft has not been reviewed by the Finance Committee or the Staffing Committee and is not presented for decision.

On 5 October 2026 the Council resolved to ask Paul Egan of One Voice Wales for a quote for guidance on implementing the recommendations. His estimate of 12 October covers the grading review, job descriptions with appraisal and supervision, and the financial administration capacity review, and will be considered by Council on 2 November 2026. It does not cover the Scheme of Delegation. This Committee has no delegated powers and cannot adopt a Scheme, and the Scheme also affects the Finance Committee and the Staffing Committee. The Committee is therefore asked to recommend how it should be progressed, not to approve its content.

RESOLVED: That the Clerk approach One Voice Wales (Paul Egan) in the first instance for advice and guidance on the draft Scheme of Delegation. If further guidance from One Voice Wales is needed, the Clerk is to request a quote and refer it to the Council for consideration and approval.

8 Memorial Bench Policy

The Council receives offers to donate memorial benches. The draft Memorial Bench Policy explains how requests are handled, where a bench can be placed according to who owns the land, the bench, plaque and cost, and the Council's inspection and maintenance of benches after installation. It also records the 47 benches and picnic benches on the Council's asset list. Members are asked to settle the points marked TBC in the draft: the bench type, the approach to plaques on existing benches, the price to be quoted to donors, and whether to state a minimum expected life. The decision to adopt rests with Full Council.

RESOLVED: Approved and recommended to Council for adoption on 2 November 2026.

9 Welsh Language Policy

The draft Welsh Language Policy sets out how the Council treats the Welsh and English languages equally in its public business, including correspondence, meetings, documents, signage, the website and social media, and the development of language skills among staff and members. The draft states that the Council is not subject to the Welsh language standards but follows the principle of the Welsh Language (Wales) Measure 2011. The decision to adopt rests with Full Council.

RESOLVED: Approved and recommended to Council for adoption on 2 November 2026.

10 Disclosure and Barring Service (DBS) Policy

Council approved the Disclosure and Barring Service Policy on 7 October 2024 and it was due for review in October 2025. The policy requires Basic DBS checks for all councillors and three members

of staff and an Enhanced check for the Caretaker, and records a cost of £38 per check with no budget allocated. The Committee is asked to review the policy, which is now overdue for review, including whether it reflects the Council's current staff roles and arrangements. The decision to adopt rests with Full Council.

RESOLVED: Approved and recommended to Council for re-adoption on 2 November 2026. Renewals for Councillors are to be considered after the May 2027 elections.

There being no further business the meeting closed at 6:50pm

Signed …… Date …….

Chair