

**LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF**



Minutes of the Hybrid Meeting of the Finance & Policy Committee of Llantwit Fardre Community Council held on Monday, 16th March ,2026 at 5.00p.m. at the Community Council Chamber, Carnegie Parish Hall, Main Road, Church Village.

PRESENT

Community Councillor D Stone – Chair

Community Councillors

R Butler, B James, G Stacey

Non-Committee Members in attendance

A Green, A Raines, K Johnson, G Warren

Officers in Attendance

Ms Claire Hendy - Clerk & Executive Officer
Mr Michael Cooper – General Services Manager

21. APOLOGIES FOR ABSENCE

RESOLVED – to note that apologies for absence were received from Councillor P Fletcher

22. DECLARATIONS OF INTEREST

RESOLVED – to note that in accordance with Members Code of Conduct there Were no personal declarations of interest made at the meeting pertaining to the Agenda.

23. **MINUTES**

RESOLVED – to approve as a correct record the Minutes of the meeting of the Finance & Policy Committee held on the 6th January 2026 (noting that it was received by Council on the 26th January 2026)

24 **SOCIAL MEDIA & ELECTRONIC COMMUNICATION POLICY REVIEW**

Members consider the Social Media and Electronic Communication policy which Informs Members and staff on the correct procedure when using social media and electronic communication platforms as means of sharing information with residents, promoting council activities.

As part of the Community Council's review of policy and procedures Members considered the document in depth and **RESOLVED** to

- a) Acknowledge the Social Media and Electronic Communications Policy
- b) Approve the Social Media and Electronic Communications Policy and recommended that full Council Adopt the Social Media and Electronic Communications Policy at the next meeting.

25 **HEALTH AND SAFETY POLICY**

The Clerk presented the Health and Safety policy to Members of the Finance and Policy Committee for their consideration. The policy sets out the Councils commitment to ensure health and safety and welfare of Councillors, employees, contractors, volunteers and public who may be affected by its activities.

Members put forward relevant questions in respect of the policy. One Member asked for information relating to lone worker and the clerk informed him that there is a policy relating to lone working and this would be looked at and developed more especially for those working outside in the community.

Members **RESOLVED** to

- a) Acknowledge the report and policy in relation to Health and Safety
- b) Approve the Health and Safety Policy for a further 12 months and Recommend that the policy be adopted at the next full council meeting.

26 **MOBILE DEVICE POLICY**

As part of the Community Councils policy and procedure review Member of the Finance and Policy Committee considered the policy relating to mobile devices. With the ever-increasing use of mobile devices and the risks of data being accessed by outside sources, Members were presented with the policy that

highlights the actions that must be taken when using a mobile device to ensure data protection is at the forefront.

After in-depth discussion Members **RESOLVED** to.

- a) Agree the policy and recommend to full Council that the policy is adopted for a further 12 months

27 BANK RECONCILIATION

Members considered the Bank Reconciliation statement as of the 28th February 2026 and **RESOLVED** to note the statement and its amount.