MINUTES of the **POLICY AND RESOURCES COMMITTEE MEETING** of **Tonyrefail & District Community Council**, held on **WEDNESDAY 8TH JULY 2015 at THE COMMUNITY HALL, PRICHARD STREET, TONYREFAIL** which commenced at 6.30 pm

PRESENT: Councillors Messrs. S. Kiff, S. Stevens and A. Davies

In Attendance:
Mrs. P. Williams (Clerk)

As this was the 1st meeting of the Policy and Resources Committee, the Clerk asked for nominations for Chair and Vice Chair.

It was **RESOLVED**: That Councillor Steve Kiff is elected as Chair for the ensuing year and Councillor Austin Davies is elected as Vice Chair for the ensuing year.

1. APOLOGIES

1.1 APOLOGIES SUBMITTED
Apologies for absence were received from Councillors: D.O. Jones (Work Commitment) and Councillor C. Edwards (Work Commitment – New Job)

1.2 APOLOGIES NOT SUBMITTED
No apology for absence was received from Councillor G. Evans.

2 DISCLOSURES OF PERSONAL INTEREST
There were no disclosures of interest declared.

3. TO REVIEW AND REVISE IF NECESARY THE FOLLOWING DOCUMENTS

3.1 STANDING ORDERS
Members had been circulated a copy of the draft Standing Orders and a copy of the Model Standing Orders provided from One Voice Wales. The P & R Committee revised the Standing Orders and it was **RESOLVED:** To present a copy to Full Council at the September meeting and to recommend that they are adopted.

3.2 FINANCIAL REGULATIONS
The Financial Regulations were revised and it was **RESOLVED:** To present a copy to Full Council at the September meeting and to recommend that they are adopted.

3.3 FINANCIAL RISK ASSESSMENT
The Financial Risk Assessment was revised and it was **RESOLVED:** To present a copy to Full Council at the September meeting and to recommend that they are adopted

3.4 FINANCIAL AND BUSINESS RISK ASSESSMENT

The Financial and Business Risk Assessment was revised and it was **RESOLVED:** To present a copy to Full Council at the September meeting and to recommend that they are adopted.

3.5 COUNCIL'S COMPLAINTS PROCEDURE

The Council's Complaints Procedure was revised and it was **RESOLVED**: To present a copy to Full Council at the September meeting and to recommend that they are adopted.

3.6 COUNCIL'S PROCEDURE FOR HANDLING REQUESTS MADE UNDER F.O.I AND THE DATA PROTECTION ACT 1998.

These documents were revised and it was RESOLVED: To present a copy to Full Council at the September meeting and to recommend that they are adopted.

3.7 COMMUNITY COUNCIL'S ALOTMENT TENANCY AGREEMENT

It was **RESOLVED**: That this agreement is referred to the Allotment Committee for reviewing.

3.8 TO DISCUSS INDIVIDUAL ALLOTMENT SITE TENANCY AGREEMENTS AND CONSTITUTIONS IF ANY.

It was **RESOLVED**: That this agreement is referred to the Allotment Committee for reviewing.

The meeting closed at 8.30 pm.

Signed: .... Date: ....