



KILLAY COMMUNITY COUNCIL

CYNGOR CYMUNED CILÂ

MONTHLY MINUTES
Wednesday 25th February 2026
7.15pm multi-location meeting

Present (In person):		
Cllr Jim Robinson (Chair)	Cllr Jan Evans	Cllr Dawn Morse
Cllr Nigel Fletcher	Cllr Ian Mortimer	Cllr Peta Walsh
Cllr M Jones (Vice chair)	Clerk to the Council Sue Bagley	
Present Remote		
City Cllr Louise Gibbard		
1. Apologies for absence		
City Cllr Jeff Jones	Cllr B Rowe	Cllr J Fitton
Cllr R Barrar	Cllr S Gee	L Aubrey
Matters Noted Prior to the Opening of the Meeting		
<ul style="list-style-type: none">The Clerk informed members that Rachel Anthony, who attended the previous meeting as an observer, was unable to attend this evening. Ms Anthony has advised the Clerk that she remains interested in becoming a member of KCC.The Clerk also advised that, following the previous meeting, it was noted that Cllr Tyrone Lewis had not requested a leave of absence. In accordance with the Council's regulations, any Councillor who does not attend meetings for a period of six months without approved leave of absence is automatically disqualified from Council. The Clerk has spoken with Cllr Lewis, who understands the position. Due to ongoing ill health, he advised that he will not be able to attend meetings for a further six months. He indicated that he may consider reapplying for membership later in the year should his health improve.		
2. Declaration of Personal and Prejudicial Interest.		<i>To be actioned by</i>
<p>In accordance with the provision of the Code of Conduct, Council members must declare a personal and/or prejudicial interest at the commencement of such matters being discussed, or when the interest becomes apparent.</p> <p>Members disclosing an interest must enter the agenda number of the item, together with their interest, onto the relevant form supplied by the Clerk during each meeting.</p> <p>For members who are attending the meeting remotely, any interest is disclosed verbally and recorded by the Clerk.</p> <ul style="list-style-type: none">City Cllr J M Jones declared a personal & prejudicial interest in item 8 – Planning		
3. Acceptance of Minutes of Meeting held on 28th January 2025		<i>To be actioned by</i>
The minutes of the meeting circulated previously were accepted as being a true and accurate record.		

<p>10. Requests for donations</p> <p>The Clerk informed Councillors that an update had been received from Killay Scouts and Guides.</p> <p>The Clerk read an email advising that a quotation of £950.00 had been obtained for external repair works, which would not be covered by their insurance company. Following discussion, it was resolved that a donation of £250.00 be awarded. Proposed by Cllr Robinson, seconded by Cllr Fletcher.</p> <p>It was noted that Council may consider an additional donation from the 2026/2027 donations budget.</p>	<p><i>To be actioned by</i></p> <p>S Bagley</p>
<p>11. Review of Standing Orders/Financial Orders – update (JF/JR/MJ)</p> <p>It was noted that the Model Standing Orders contained a number of errors. Cllr Robinson has corrected these and will forward the revised document to Cllr Jones for checking.</p>	<p><i>To be actioned by</i></p> <p>Cllr Robinson Cllr Jones</p>
<p>12. Food Hygiene Training</p> <p>It was noted that several Councillors have now completed the Hygiene Training. The training link had previously been circulated to all Councillors.</p> <p>Councillors who have not yet completed the training were encouraged to do so.</p>	<p><i>To be actioned by</i></p> <p>All Cllrs</p>
<p>13. Review – Safeguarding and Code of Conduct Training.</p> <p>On 20 February, at Siloam Chapel Hall, Huw Evans, Head of Democratic Services, delivered a presentation to Councillors on the Code of Conduct. Lucy Moore, Monitoring Officer and Chief Legal Officer, also gave a presentation on Safeguarding.</p> <p>It was reported that the KCC website was generally satisfactory; however, a number of policies require updating. Huw Evans also advised that all Councillors should have a means of contact available.</p> <p>Cllr Robinson explained the current process regarding contact details, which was discussed.</p> <p>Cllr Robinson further advised that there is a legal requirement for any Councillor who is a member of a political party to have this affiliation recorded on the KCC website. It was also noted that the Code of Conduct requires updating and that the KCC application form should be amended to include any political affiliation.</p>	<p><i>To be actioned by</i></p> <p>S Bagley</p> <p>S. Bagley</p>
<p>14. ICO Information Commission Office</p> <p>It was noted that the Clerk has completed the registration for KCC with the ICO at a cost of £52.00.</p>	<p><i>To be actioned by</i></p>

<p>15. DBS Update</p> <p>This item was discussed earlier in the meeting before Cllr M Jones left: Cllr Jones questioned the necessity of Basic DBS checks. Cllr Robinson advised that, while these checks are not mandatory, it had been agreed at previous meetings to proceed with them. The Clerk confirmed that the process had been tested and will circulate the relevant link to all Councillors to enable them to complete the check in due course.</p> <p>The matter was discussed in detail, with several Councillors requesting that completion be deferred until the start of the new election term. This proposal was made by Cllr D. Morse and seconded by Cllr J. Evans.</p> <p>Cllr Robinson explained that completion of DBS checks is included in the KCC DBS policy adopted on 24th September 2025 and that this cannot be changed for 6 months.</p> <p>26. RESCISSION OF PREVIOUS RESOLUTION</p> <p>a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least ten members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.</p> <p>Councillors are encouraged to follow our policy and apply for a DBS check on receipt of the link. Anyone unhappy with this can ask for the policy to be changed but not earlier than the March meeting.</p>	<p><i>To be actioned by</i></p> <p>S. Bagley</p>
<p>16. Items for future meeting.</p>	<p><i>To be actioned by</i></p>
<ul style="list-style-type: none"> Update from Community/Town Council Forum – NF and JR 	
<p>17. Close of meeting at 8.30 pm</p>	

Signed 25th March 2026



Chair