



Minutes of the Personnel Committee of the Council
Held at Cwmgors Community Centre
on Friday 2nd September 2022 at 16.30

Meeting started at 16:40

180. Members Present

Councillors: S. Thomas (Presiding), D. Jones, G. Moore, G. Thomas.

Apologies for absence (*Agenda item No 1*)

Councillors: C. Petrie, D. Humphreys, L. Preece.

181. Previous Minutes (*Agenda item No 2*)

Deferred to next meeting.

182. Clerk Handover (*Agenda item No 3*)

Agreed to get handover of the following details, devices, processes and items:

- Email Account
- Account Logins & Passwords
- Contacts
- Banking Details & Cheque Book
- Subscription Payments & Access
- Council Laptop
- Council Mobile
- Keys
- Software Access (i.e. Accounting Software)
- Upcoming Events (i.e. Memorial Sunday, Christmas Lights)
- Documents & Filing System

All of the above will need to be brought to the Council Office in Cwmgors Community Centre and Clerk to meet with Chair to handover on last day.

183. Clerk Cover (Agenda item No 4)

Agreed until someone is in place to take on responsibilities:

- Chair to act as point of contact and handle correspondence
- Vice Chair to take meeting Minutes
- 2 Members of Finance Committee to handle payments and payroll

Chair to meet with Caretaker to establish point of contact.

184. Clerk Replacement (Agenda item No 5)

Chair to contact One Voice Wales regarding qualification requirements for Clerk position, job description and employment contract.

Finance Committee to meet via zoom at 18:30 on Monday, 5th September 2022 to get update and handover on budget.

Recommend to Council that we place 2 job adverts:

- Council Clerk:
15+ hours/week
Salary negotiable based on qualifications and experience using NALC/SLCC National Agreement
- Temporary Administrator:
10 – 15 hours/week
Salary: £11 p/h
Possibility of permanent position and training to be Clerk/Assistant Clerk.

The meeting was closed at 17.45 am

Signed.....Dated.....