



Cyngor Tref Rhydaman Ammanford Town Council

Date: 10th March 2021

TO: ALL MEMBERS OF THE AMMANFORD TOWN COUNCIL PERSONNEL COMMITTEE

Dear Councillor,

In accordance with Local Authorities (Coronavirus) (Meetings) (Wales) Regulation 2020 you are hereby summoned to attend a **PERSONNEL COMMITTEE** of **AMMANFORD TOWN COUNCIL** to be held via **VIRTUAL MEDIA ON MS TEAMS ON MONDAY 15TH MARCH 2021 AT 6PM**

AGENDA

- 1) Apologies and reasons for absence
- 2) Declarations of interest
- 3) To discuss the employment of Facilities/Asset Management Officer
- 4) To discuss the role of the Facilities/Asset Management Officer
- 5) To discuss and verify the job specification for the Facilities/Asset Management Officer
- 6) To discuss the employment of an Administrative Assistant
- 7) To discuss the role of an Administrative Assistant
- 8) To discuss and verify the job specification for the Administrative Assistant
- 9) To discuss and verify Working from Home Allowance for the Clerk

Yours faithfully,

DS Morgan

Duncan Morgan
Clerk to the Council

MEMBERS OF THE PUBLIC AND PRESS ARE EXCLUDED FROM ATTENDING THIS MEETING DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IN ACCORDANCE WITH LOCAL GOVERNMENT ACT 1972, SECTION 100 A (2)