



Cyngor Tref Rhydaman Ammanford Town Council

**Minutes of Personnel Committee Meeting of Ammanford Town Council (ATC)
on
Monday 20th January 2020, 6PM
at the Mayor's Parlour, Town Hall, Iscennen Road, Ammanford SA18 3BE**

Minutes taken by: Clerk, Duncan Morgan (DSM)

Attendees: Mayor Julia Bell (JB); Councillor Llio Davies (LD); Councillor Stephen Davies (SD);
Councillor Deian Harries (DH); Councillor Rhodri Jones (RJ)(Chair of Committee); Councillor Helen
Rees (HR)

Mayor Julia Bell presiding

In accordance with the Public Bodies Omissions Act 1972 , Section 100 owing to the sensitive nature and confidentiality of the business matter to be discussed members of the public and press are excluded from this meeting.

1) Apologies and reasons for absence

None received

2) Declarations of interest

None noted

3) To receive an update and discuss pension of Former Interim Clerk

It was decided that ATC were to seek further advice on this matter

4) To discuss further staffing levels on Ammanford Town Council

SD – Suggested that DSM be in post for 4 months and then investigate the possibility of employing a part time Clerk.

SD – As chair of Finance Committee would currently manage finances.

5) To discuss and agree Job Specification for Role of Facilities Officer

It was decided to adopt the job specification provided by One Voice Wales.

Proposed - RJ.

Seconded - SD.

All agreed.

SD – Job advertising – One Voice Wales is to undertake this process.

6) To discuss the pension of the current Clerk

The NEST Scheme was to be adopted

7) To discuss and agree the contract of the current Clerk

DSM Leaves room at 7:30pm

It was agreed to adopt the contract drawn up by One Voice Wales.

The first employee review was to be undertaken in February 2020

The Probationary review was to be undertaken in June 2020.

DSM returns to the room at 7:40pm and is informed of the above mentioned.

DSM is to be given the contract for him to sign.

Meeting closed at 7:50pm

Signed: (Chair)

Print Name:

Date: