A coat of arms with a red fox on top

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**Minutes for the PERSONNEL COMMITTEE MEETING of AMANFORD TOWN COUNCIL held at 6pm on the 4th September 2023 in Ammanford Tow Hall and via MSTeams**

**Present from the committee**: Cllr, E. John, Cllr. M. Griffiths, Cllr. J. Owen, Cllr. A. Jones (MS Teams) L. Broderick (MS Teams, from 7.40pm)

**Also Present:** Cllr. S. Murray, Cllr. Ll. Davies, Cllr. T. Howells and Cllr. J. Bell (note taking) and one Member of the Public (MS Teams)

1. **Apologies for absence**

Cllr. H. Howells

1. **Declarations of Interest**

None

1. **Personnel Update / Proper Officer.**

Cllr. Jones informed members that the clerk remains on ill-health, that the last doctors paper went up to the 30th August and that he was expecting another.

As Cllr. Bell was not part of the committee and she had agreed to take the minutes she was nominated as Proper Officer for the meeting.

1. **Matters arising from the Public**

The Member of the Public asked why the meeting had been called under ‘exceptional circumstances’ rather than giving the usual 3 clear days’ notice?

Cllr. E. John remarked that there were urgent matters which needed discussing.

1. **Personnel Update**

Due to the sensitive nature of the items that were likely to arise during this point it was agreed to exclude Members of the Public from the meeting.

Member of the Public disconnected from MS Teams meeting at this point.

During the discussions the following was agreed:

1. **Panel to deal with Independent Report.**

Due to One Voice Wales’ lack of availability to meet with the arranged personnel panel it was agreed to look at hiring a qualified H R Company in order to assist with outstanding personnel matters.

1. **RFO position**

Agreed to increase the salary proposed for the previously discussed job advert and to allow One Voice Wales to advertise the position on behalf of the council.

In the meantime, Cllr. A. Jones to liaise with Mr. Llew Thomas and ask whether he would reconsider doing 2 months work for Ammanford Town Council.

Cllr. A. Jones also to liaise with possible Internal Auditors in Maesteg to obtain costings for getting this year’s Audit work completed.

1. **Assistant Clerk**

Mr. K. Burton had previously advised members that he would consider assisting the council on a voluntary basis depending on what was expected of him.

Agreed that Cllr. A. Jones seek clarity from Mr Burton on what he would be prepared to do to assist.

1. **Line Management Role**

Agreed for Cllr. J. Bell to contact the Clerk regarding issues of well-being.

It was again suggested that a H R Company be sought and that the line management of staff be implemented in to the commissioning of the company.

Meeting finished 7.58pm

Signed ………………………………………………………………….

Date ……………………………………………………………………..