



Minutes for the PERSONNEL COMMITTEE MEETING of AMANFORD TOWN COUNCIL held at 6pm on the 24th March 2025 at Ammanford Town Hall & via MSTeams

Present from the committee:

Cllr. A. Jones (Chair)
Cllr. H. Howells
Cllr. C. Higgins
Cllr. N. Morgan
Cllr. C. Hope

Also Present:

Mrs S. Murray (Interim Clerk)

PE2503.01

Apologies for absence

None received

PE2503.02

Declarations of Interest

None.

Prior to the agenda items being discussed, the Interim Clerk informed the members present that she had received an email that morning from a member of staff tendering their resignation.

The members discussed the matter and resolved that the Mayor would respond to the email accordingly and that the Interim Clerk will deal with any additional administration required.

The Interim Clerk then left the meeting at 18:47 for members to discuss the remaining agenda items which included her current position.

PE2503.03

To discuss the Council's objectives and agree an action plan.

Cllr. Hope explained that there are statutory reports and time-consuming tasks that must be completed, particularly over the next few months, including:

- Well-being Report
- Annual Report
- Annual Meeting Preparation
- End of Year Accounts/Annual Return Preparation/Audit Wales recommendations
- Asset Register
- Asset Leases
- Summer Event
- Christmas Lights Appointment
- Winter Event
- S6 Biodiversity Report

The Committee had also been notified earlier in the evening of the resignation of the Technical Officer. Cllr. Hope and the Mayor have spoken with the Interim Staff and they are prepared to work more hours. Cllr. Hope stated there is still a requirement for a temporary administration assistant. It was agreed that the area of priority was to extend the interim contracts and consider a temporary re-structure.

PE2503.04

To discuss arrangements for the Interim Clerk & RFO positions which are currently in place until 31st May 2025.

The Members discussed an extension of the Interim Clerk's contract to 31st January 2026 and an increase in hours to 37 hours per week.

The Members agreed that the RFO should be offered more hours to take on the role of Deputy-Clerk/RFO to 30 hours per week. The Deputy Clerk/RFO's contract is also to be extended until 31st January 2026.

All members present voted in favour.

PE2503.05

To consider any additional posts or amendments to existing posts required.

The Members agreed that a temporary administration officer would be of great benefit to the staff during the next few months. It was agreed to advertise a part-time role, 20 hours per week on Point 7 of the NJC Scale which is currently £13.26 per hour.

Advertising will be through the Council's Facebook Page and Website and a Round Robin is to be sent to One Voice Wales.

A panel of 3 to include the Interim Clerk, the Mayor and Cllr.Hope was agreed.

All members present voted in favour.

PE2503.06

6. To consider the Council's Pension

Cllr. Hope explained how important it is that the Council takes its responsibilities towards our staff seriously. Most local Councils are members of the Dyfed Pension Scheme and it was agreed by the majority that the costs involved should be explored.

It was agreed that the Council appoint the CCC Actuary to establish the costings of Ammanford Town Council entering the Dyfed Pension Scheme. All Members voted in favour, other than Cllr. Jones who voted against.

The Chair closed the meeting at 8:15pm

Signed

Date