



Cyngor Tref Rhydaman
Ammanford Town Council

**Minutes of the PERSONNEL COMMITTEE of Ammanford Town
Council held on 21st August 2025 Hybrid.**

Meeting commenced at 6pm

The Chair Cllr Clare Hope Resided over meeting.

Present:

- Cllr. Heulwen Howells (HH)
- Cllr. Anthony Jones (AJ)
- Cllr. Colin Evans (CE)
- Cllr. Clare Hope (CH2)
- Cllr. Nigel Morgan (NM)

Also Present:

- Jayne Grazette – Interim Deputy Clerk & RFO

1. Apologies for absence

It must be noted Cllr Anthony Jones logged in but connection was lost at 6:11pm due to connectivity issues.

2. Declarations of interest

No personal or prejudicial interests were declared.

3. Public Participation

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the following item was deemed confidential and sensitive. The Public and Press were therefore excluded from the meeting for its consideration.

4. Recruitment & Selection Process – Appointment of Permanent Clerk and/or RFO

Personnel Committee discussed and agreed the process for the recruitment and selection of a permanent Clerk and/or RFO. The following matters were considered:

- Timeline: dates for advertisement, closing date, interviews, and appointment were discussed
- Job & Person Specification was reviewed
- Contracted Hours 37 hours per week was agreed
- Salary Range/Salary Point 33-37 agreed scale point, in line with NJC
- Advertisement of the Position to go up on Council website and be sent to One Voice Wales for circulation.
- Application Form and Recruitment Information Pack were discussed. It was resolved to delegate the delivery of both application form and recruitment information pack to the chair of the Personnel Committee.
- Interview Panel was discussed.

Resolution: It was resolved that the recruitment process proceed as outlined above, and Cllr Clare Hope was delegated to implement the next steps.

The Chair of the Committee closed the meeting at 19:18

Signed:

(Cllr. Clare Hope)

Date:

DRAFT