



Cyngor Tref Rhydaman

Ammanford Town Council

**TO: ALL MEMBERS OF THE PERSONNEL COMMITTEE MEETING OF
AMMANFORD TOWN COUNCIL
DATE: 20th August 2025**

Dear Councillor,

In accordance with the Local Government and Elections (Wales) Act 2021 you are hereby summoned to attend a **PERSONNEL COMMITTEE MEETING** of **AMMANFORD TOWN COUNCIL** to be held **on Thursday 21st 2025 at 6pm, this is a hybrid meeting.**

AGENDA

1. Apologies for Absence
Ymddiheuriadau am absenoldeb
2. Declarations of Interest
Datganiadau o Ddiddordeb
3. Public participation - In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the following item is of a confidential and sensitive nature. The Public and Press will therefore be excluded for its consideration.
Cyfranogiad y cyhoedd - Yn unol ag Adran 1(2) o Ddeddf Cyrff Cyhoeddus (Derbyn i Gyfarfodydd) 1960, mae'r eitem ganlynol o natur gyfrinachol a sensitif. Bydd y Cyhoedd a'r Wasg felly yn cael eu heithrio i'w hystyried.
4. To discuss and agree the Recruitment & Selection Process regarding the appointment of a permanent Clerk and/or RFO, to include:
I drafod a chytuno ar y Broses Recriwtio a Dethol ynghylch penodi Clerc parhaol a/neu RFO, i gynnwys:
 1. Timeline
Llinell amser
 2. Job & Person Specification
Manylion y Swydd a'r Person
 3. Contracted Hours
Oriaau dan gontract
 4. Salary Range or Salary Point

Ystod cyflog neu pwynt cyflog

5. Advertisement of the Position
Hysbyseb o'r Swydd
6. Application Form
Ffurflen Gais
7. Recruitment Information Pack
Pecyn Gwybodaeth Recriwtio
8. Interview Panel
Panel Cyfweld

Yours faithfully

Jayne Grazette

Jayne Grazette
Interim Clerk & RFO

MEMBERS OF THE PUBLIC AND PRESS MAY ATTEND ONLINE

It should be noted that owing to the sensitive nature of the business to be discussed under the 'Exclusion of the public and the media under the Public Bodies (Admission to Meetings) Act 1960 Section 1 (2)' a vote may be undertaken by the Members/Councillors to pass a motion to exclude Members of the Public and Press from the meeting at any time after point 2.

Members of the Public and Press will then be asked to leave the meeting as the nature of the business to be discussed is of a sensitive nature in accordance with Local Government Act 1972, Section 100 A (2).

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Meeting ID: 322 652 047 445 8

Passcode: rt6w5pp3