



**Cyngor Tref Rhydaman**  
**Ammanford Town Council**

**Minutes of the PERSONNEL COMMITTEE of Ammanford Town Council held on 14<sup>th</sup> July 2025 via MS Teams.**

**Meeting commenced at 8.30pm**

**The Mayor presided over the meeting.**

**Present:**

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

**Also Present:**

- Mrs Sara Murray – Interim Clerk
- Cllr. Emyr John

**1. Apologies for absence**

Cllr. Nigel Morgan – on holiday.

**2. Declarations of interest**

No personal or prejudicial interests were declared.

**3. To appoint a Chair of the Personnel Committee for 2025-26**

Cllr. Anthony Jones proposed Cllr. Clare Hope as Chair of the Committee for 2025-26, Cllr. Colin Evans seconded the proposal.

***Resolved – Cllr. Clare Hope as Chair of the Personnel Committee for 2025-26.***

***The Mayor handed over the Chair to Cllr. Hope.***

**4. Matters arising from the public**

No members of the public were present.

**5. To agree the Job Description for an Administration Assistant**

The JD had already been circulated to all Members.

***Resolved – To accept the Job Description of the Administration Assistant as previously circulated.***

**6. To discuss correspondence received from the Interim Clerk**

Due to the sensitive nature of the discussion required, the Committee resolved to go into camera. Cllr. Emyr John left the meeting.

The Chair asked the Interim Clerk if she had anything else she wished to add to her previously circulated e-mail, she did not. The Interim Clerk left the meeting.

A discussion took place where it was Resolved that the Mayor would contact One Voice Wales for further advice.

*The Chair of the Committee closed the meeting at 21.05*

Signed: .....

(Cllr. Clare Hope)

Date: .....

