



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

**Minutes of the PERSONNEL COMMITTEE of Ammanford Town  
Council held on 20<sup>th</sup> November 2025 via MS Teams.**

**Meeting commenced at 6pm**

**The Cllr Clare Hope (Chair) presided over the meeting.**

**Present:**

- Cllr. Heulwen Howells
- Cllr. Nigel Morgan
- Cllr. Colin Evans
- Cllr. Clare Hope

**Also Present:**

- Jayne Grazette – Clerk & RFO

**Minute 120112025 Apologies for Absence**

None.

**Minute 220112025 Declarations of Interest**

No personal or prejudicial interests were declared.

**Minute 320112025 Public Participation**

No members of the public were present.

**Minute 420112025 Estate and Administration Officer**

- i) To review and approve the Job Description for the Estate and Administration Officer.  
Clerk had distributed documentation to Councillors to review and approve.  
A vote was taken and it was **resolved** to accept the job description for the Estate and Administration Officer

- i) To review and approve the Job Advertisement for the Estate and Administration Assistant post.  
Clerk had distributed documentation to Councillors to review and approve.  
A vote was taken and it was **resolved** to accept the job advertisement for the Estate and Administration Officer

**Minute 520112025 Deputy Clerk**

- i) To review and approve the Job Description for the Deputy Clerk.  
Clerk had distributed documentation to Councillors to review and approve.  
A vote was taken and it was **resolved** to accept the job description for the Deputy Clerk.
- ii) To review and approve the Job Advertisement for the Deputy Clerk post.  
Clerk had distributed documentation to Councillors to review and approve.  
  
A vote was taken and it was **resolved** to accept the job advertisement for the Deputy Clerk.

**Minute 620112025 Recruitment Process**

- i) To agree with the recruitment timeline and process for both positions.  
  
A vote was taken and it was **resolved** that the recruitment process would start by advertising from the 28<sup>th</sup> of November 2025. The adverts to be placed on Website and via One Voice Wales.
- ii) To confirm interview panel members and shortlisting arrangements.  
  
A vote was taken and it was **resolved** that confirmation of panel members and shortlisting arrangements would be discussed in a personnel meeting after the close for applications.

**Minute 720112025 Date of Next Meeting**

To confirm the date and time of the next Personnel Committee meeting.  
A vote was taken and it was **resolved** the next meeting date would be confirmed after the application deadline.

**Meeting Close**

The Chair of the Committee closed the meeting at **18:30**.

Signed: .....

(Cllr. Clare Hope)

Date: .....

