



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

**Minutes of the PERSONNEL COMMITTEE of Ammanford Town  
Council held on 14<sup>th</sup> January 2026 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 0114012025 – Apologies for Absence**

None.

**Minute 0214012025 – Declarations of Interest**

No personal or prejudicial interests were declared.

**Minute 0314012025 – Public Participation**

No members of the public were present.

A vote was taken to conduct the remainder of the meeting **in camera** due to the confidential nature of the business to be discussed.

**Minute 0414012025 – To Discuss Applications Received and Shortlist Candidates for interview for the appointment of:**

- Estate and Administration Officer

- Deputy Clerk

The Chair gave an overview of the work undertaken and papers presented, which had been distributed to members of the Personnel Committee. These included:

- i) Estate and Administration Officer Assessment Report
- ii) Deputy Clerk Assessment Reports
- iii) Deputy Clerk Scored Comparison Matrix

The Chair requested a vote to shortlist candidates.

### **1. Estate and Administration Officer – Shortlisting for Interview**

- i) It was proposed that Candidate A be shortlisted for interview.

**A vote was taken it was resolved** that Candidate A fore filled a high proportion of interview through to interview.

- ii) The interview date, time and location were discussed, and it was **resolved** that the interview will take place on:

**Date:** 23 January 2026

- iii) The interview panel was agreed as:

- Mayor
- Chair of Personnel Committee
- Clerk & RFO

A vote was taken to confirm the interview arrangements and panel:

**Proposed:** Cllr C. Evans

**Seconded:** Cllr N. Morgan

**Vote:** All in favour

### **2. Deputy Clerk – Shortlisting for Interview**

Evaluations were carried out on applications. It was proposed that **Candidate B** be shortlisted for interview.

**Proposed:** Cllr C. Hope

**Seconded:** Cllr Colin Evans

**Vote:** All in favour

**Resolved:** The Personnel Committee agreed to take Candidate B through to interview.

- i) The interview date, time and location were discussed, and it was **resolved** that the interview will take place on:

**Date:** 23 January 2026

ii) The interview panel was agreed as:

- Mayor
- Chair of Personnel Committee
- Clerk & RFO

A vote was taken to confirm the interview arrangements and panel:

**Proposed:** Cllr C. Evans

**Seconded:** Cllr N. Morgan

**Vote:** All in favour

### **Additional Resolution**

The Chair requested that the Clerk inform **Candidate A (Deputy Clerk)** that they demonstrated strong transferable skills and should look out for future opportunities with Ammanford Town Council.

### **Meeting Close**

The Chair of the Committee closed the meeting at **18:06**.

Signed: .....

(Cllr. Clare Hope)

Date: .....

